



The Maxine Goodman Levin
College of Urban Affairs

UNDERGRADUATE INTERNSHIP PROGRAM

Internship Requirement

An internship is required of all undergraduate students in the College of Urban Affairs. This experience provides valuable applied experience and education, enhancing students' readiness for employment upon graduation.

Finding an Internship

1. The Levin College's Internship Coordinator is available to assist students in obtaining an appropriate internship. While the Coordinator will assist in identifying suitable internship opportunities, it is the student's responsibility to complete any necessary steps to apply for a particular internship.
2. Students may seek their own internship – all placements must be reviewed and approved in order to satisfy the internship requirement. *A completed Learning Contract must be submitted for review at least two weeks prior to the beginning of the semester.*

Internship Application Dates

Students must begin working with the Coordinator well in advance of the term in which they wish to complete their internship:

Fall Semester: June 1st | Spring Semester: October 1st | Summer Semester: March 1st

A completed Learning Contract must be submitted before the beginning of the semester and students must register for UST 490 by the last day to add a course.

UST 490 Urban Internship

Students may register for UST 490 (4 credit hours) during any academic semester. Students complete a minimum of 35 placement hours per credit hour sought (140 hours for a 4-credit internship). In addition to internship placement hours, course requirements include assignments during the semester, a Learning Contract, evaluations, and a portfolio at the conclusion of the placement. It is the student's responsibility to review and adhere to all requirements as described in the UST 490 course syllabus and consult with the Internship Coordinator and/or the UST 490 Instructor with any questions or concerns.

Students may request permission to complete an internship for 6 or 8 credit hours after consultation with their Academic Advisor and the Director of Internship Coordinator.

Students may complete more than one approved internship for credit, up to the credit-hour limit stated in the Undergraduate Catalog.

Internship Waiver Requests

The Levin College recognizes that some students enter our programs with significant professional experience and/or are currently employed full-time. Students with sufficient relevant professional experience (two or more years) or whose employment precludes them from completing an

internship may petition for waiver of the requirement by submitting the Undergraduate Internship Waiver Application, available online at <https://www.csuohio.edu/urban/students/student-services-forms> or in the Levin College Office of Student Services. This request requires submission of a resume and an explanatory statement to the Office of Student Services.

Waiver of the Urban Affairs Internship requirement does not waive the corresponding credit hours, so students whose waiver request is approved may need to complete additional coursework to fulfill degree requirements (e.g. total credit hours, upper-division hours, and residency).

International Students

International Students must adhere to all visa requirements, including obtaining permission for Curricular Practical Training (CPT) through CSU's Center for International Services and Programs *prior* to completing an internship.

Contact Information:

Center for Public and Nonprofit Management
Robert Ziol/Alexandra Higl
Room 244
216-687-9222 or 216-875-9971
urbaninternships@csuohio.edu