



How do I earn academic credit for an internship?

Mercy College encourages all students to participate in experiential learning during their college years. Mercy College offers course credit for experiential learning if the Workplace Experience 380-381 registration criteria are met. This Workplace Experience course is designed to link college coursework with the professional world, enabling students to obtain meaningful, academically relevant work experiences that will support their career goals.

It is the best of both worlds, getting relevant work experience while earning college credit!

The following are available 380 and 381 courses offered in Term A and C for any semester:

ACCT	BHSC	BIOL
CISC	CRJU	ENGL
IASP	INBU	LAWS
MGMT	MKTG	MATH
MEDA	PARA	POLS
PSYN	SOCL	VETC

Student Requirements:

1. Completed 30 credits
2. Complete a minimum of 135 workplace hours to receive 3 credits

Documentation Needed:

1. A copy of the resume
2. A description of the internship
3. Contact information for your internship supervisor

Registration Process:

1. As soon as a student is offered an internship that they would like to receive 380/381 credit, they should send Workplace Coordinator – Lyn Leis, lleis@mercy.edu, the following. Workplace Coordinator will verify with the course criteria with the internship supervisor.
2. Workplace Coordinator confirms internship supervisor approval with Student. If approval is not granted, Student will have to secure another internship or register for a different course.



3. Student will also need to meet with their PACT mentor to fill out the registration form – it must be filled out completely before the student returns it to Workplace Coordinator. PACT should determine if the student meets the following qualifications:

a. required 30 college credits at Mercy College

b. no holds on account

c. not on academic probation

d. room on transcript for credits in either Open or Major Elective

* If Open Electives are not filled, the Workplace Experience course will apply toward degree audit

* If Open Electives are filled, student can register but the course will not apply toward degree audit

* If registering for Major Elective, departmental approval is required

4. The student will need a Faculty Advisor from the 380/381 department they wish to receive credit from.

5. Once the completed form is returned to Workplace Coordinator and has spoken with the internship supervisor, the completed form is sent to the Registrar cc'ing student, PACT and Faculty Advisor.

6. Please keep registration deadlines in mind. Workplace Coordinator will provide PACT the deadline date early in Term A registration period.

7. Please notify Workplace Coordinator if a student drops a 380/381 Workplace Experience course during the semester.

Questions?

Contact CPD@Mercy.edu or 914-674-7203