

How to Receive Academic Credit with The Intern Group and Florida A&M University



HOW IT WORKS:

Florida A&M University acts as a "school of record" for The Intern Group. For a low additional cost added to your internship program fee, Florida A&M validates your experience and achievements in the internship program as if it were an on-campus course, and issues a transcript enabling you to ultimately earn credit that can be transferred to your home institution. The Intern Group's staff provide you with a course syllabus, an online learning component, support during the internship, and a final evaluation from your internship supervisor. Florida A&M provides you with an official transcript, which your home institution uses to award you credit.

TRANSCRIPT FEE:

\$450 USD, added to the The Intern Group's Program fee.

CREDIT HOURS:

The number of credit hours depends on the length of your internship placement. Each 40 hours/week of your internship program equates to 1 credit, subject to a minimum of 3 credits and a maximum of 12 credits. The number of credit hours cannot exceed the number of weeks on program.



GRADING:

Satisfactory/Not Satisfactory, unless letter grade is requested.

DEADLINES:

Florida A&M University issues transcripts according to their [academic calendar](#).

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5 STEPS TO GAIN CREDIT FOR YOUR INTERNSHIP:

- 1.** Talk to your institution about receiving academic credit through The Intern Group and Florida A&M University's School of Record option, as well as confirming the amount of transferable credits your institution will accept. Confirm with your academic advisor if this course is your best option for earning academic credit for your international internship program. For more information on all credit options, visit the [academic credit](#) page.
- 2.** Email academic.credit@theinterngroup.com to request the school of record forms after your university has agreed that this is the best option for you - be sure to include in the email the amount of transferable credits your institution will accept. At least 6 weeks before your internship program start date, email academic.credit@theinterngroup.com with the completed forms to finalize your enrollment in the school of record option.
- 3.** The Intern Group will send you an invitation to enroll in the course through their learning platform, which will consist of readings and videos that will help prepare you to get the most out of your internship experience and guided reflection opportunities during your experience. This self-paced course should be completed on your own time, but must be completed no later than one month after your internship end date. Upon completion of the course, your work will be graded.
- 4.** Florida A&M University will issue a transcript according to the calendar above. Using your FAMU student number, you can log into the system and access your course transcript.
- 5.** Your institution will use this transcript to process academic credit.