

Internship Courses

This document outlines how to set up for-credit internship courses in Courseleaf CLSS.

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Policies Related to Internship Courses

Starting in Spring 2026, internships are no longer required to use the "Off Campus" campus code.

Internship courses should only use the "Off Campus" campus code if the course has set meetings that occur for all students in the same off-location.

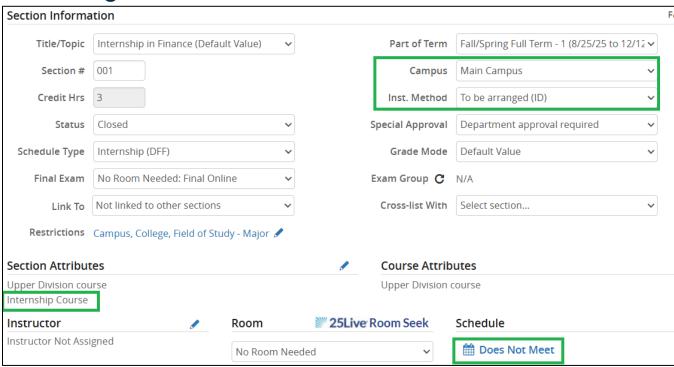
Scheduling For-Credit Internship Courses

Course without a set meeting time

Most internship courses do not have a set course meeting time and involve students completing their internship hours at an off-campus location. In these cases, please select the following:

- 1. Use the department's "home campus" code. For instance, if the department is housed on the Main Campus, use the "Main Campus" campus code.
- 2. Select the "Internship Course" section attribute (ZZIN). This code can be used for both undergraduate and graduate courses.





Course with a set meeting time

Although rare, some internship courses may require a set class meeting time. In these cases, select the appropriate Campus location like any other class (Main, Downtown, Internet, etc.).

