

Off-Campus Programs

Principia offers three types of off-campus academic credit programs through the Principia Abroad office and Academic and Career Advising (ACA):

- Principia abroads and field programs (Principia Abroad)
- Academic internships (ACA)
- Independent Course contracts (ACA) when off campus or interterm

Principia abroads, directed by a Principia faculty member, are interdisciplinary, experiential learning programs in a foreign country. These unique academic programs help students to deepen their understanding of other peoples, to gain a clearer sense of intercultural differences and similarities, and to stretch their own perceptions of themselves and the world. Students are also challenged to meet the demands that come with living, traveling, and working together as a group.

Field programs are directed by a Principia faculty member and are similar in many ways to Principia abroads. Field programs, however, are conducted in the United States.

Academic internships give students the opportunity to participate in work environments while receiving academic credit. Students work with a Principia College faculty member who assists in developing the learning contract, maintains contact with the student during the internship, and gives a grade based on the learning contract.

To be eligible for an off-campus internship, students must be in good academic standing. Exceptions must be approved by Scholastic Committee. The academic department sponsoring the internship determines the level of writing proficiency required for a specific internship.

At least six months prior to the intended internship, a qualified student should:

- Develop a resumé and cover letter. Visit the ACA website and look under Career Resources for resumé samples and templates, or use the Optimal Resumé link.
- Begin to research possible internship locations. Look under Internship Opportunities on the ACA website for online listings, attend ACA workshops, or meet with ACA for additional help.

At least one term prior to the intended internship, a qualified student should:

Weeks 1-9:

- Come to ACA office to discuss internship plans and pick up the internship application, status of finances, and learning contract packet.
- Finalize an internship location and confirm a field sponsor.

Week 10:

- Meet with your advisor(s) to go over the internship application and brief them on where and when you plan on interning. Obtain your advisors' signature(s) on the application and begin to work on the internship contract. Submit rough draft to ACA by Friday at 5:00 p.m.
- Meet with the financial aid director to complete your financial paperwork.
- Turn in application, financial paperwork, international student petition (if applicable) by Friday at 5:00 p.m.

Week 11:

- Submit the learning contract by Friday with phase I signatures.

Week 12:

- Obtain phase II signatures.

Week 13:

- Meet with ACA for final steps.

Check the published academic calendar for specific due dates.

For information on tuition charges see Fees and Personal Expenses (<http://catalog.principiacollege.edu/archives/2015-2016/admissions-finances/costs-fees>) .