

Earning Credit for an Internship

Steps of the Internship Approval Process

- Attend mandatory **Internship Workshop** (semester prior to the semester you wish to intern) at Career Services office and sign *Policies Agreement*.
- Search for internship opportunities. Consult with your Departmental Internship Coordinator to ensure that you are looking at appropriate internships.
- Register online for the **Internship Course** within your major by the deadline
 - a. See *Academic Calendar* for deadline
- Complete the screening process (applications and interviews) and obtain an internship offer.
- Fill out **Learning Agreement** (Sections 1-4).
- Have internship site complete Section 6 of **Learning Agreement**.
- Complete the **Proposal Guidelines** for the relevant academic department. Turn this in to your Departmental Internship Coordinator by the indicated due date.
- Submit **Learning Agreement** materials to Departmental Internship Coordinator for approval and signature (Section 7).
- If approval is obtained from Departmental Internship Coordinator, return the **Learning Agreement** to the Career Services office no later than noon on the deadline.
 - a. See *Academic Calendar* for deadline

Don't miss the deadline!