

Internship Process Checklist

☐ Find an Internship

- You can start searching for internships on [Handshake](#) or look at the [Internship Opportunities](#) page on Career Development's website. Feel free to explore different resources as well. Remember that networking could possibly lead to an internship

☐ Find a Faculty Instructor

- You can ask any faculty member within your major to be your faculty instructor. You can also ask your Academic Advisor. This is the person you will register for credit with for your internship. You will collaborate to create your learning objectives, outcomes, and final project with your Faculty Instructor

☐ Register for Credits

- Every credit you register requires you to complete 40 hours at your internship. A 1 credit internship would require 40 hours, whereas a 3-credit internship would require 120 hours to be completed. Find more information about registering for credit by scanning this QR code



☐ Request an Experience on Handshake

- Complete the Internship Learning Agreement (ILA) on Handshake to submit your internship for approval. Scan the QR code to find instructions on how to submit an Experience request.



International students MUST notify the Office of International Affairs before starting an internship, and must complete the "International Study Abroad" version of the ILA form. Any student doing an internship abroad must also contact the Office of International Affairs.

If you plan to do a **1 credit internship** you have the option to register that internship in the 2nd 7.5 week term in the fall or spring term