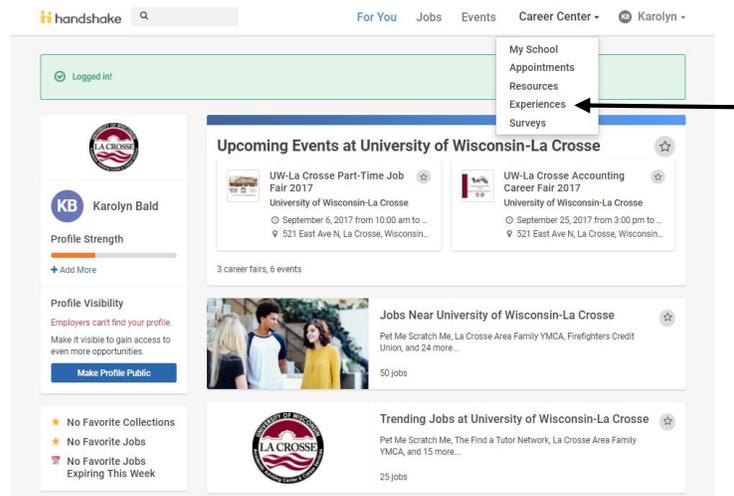


INTERNSHIPS FOR CREDIT

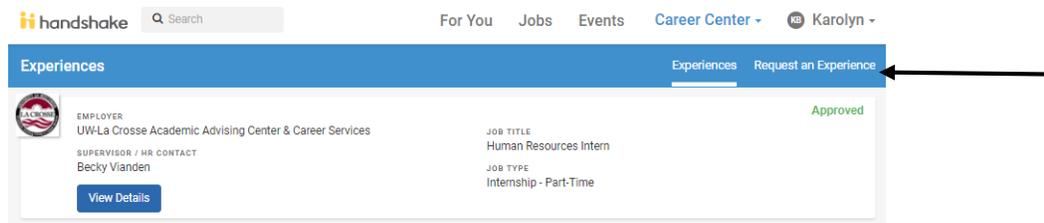
- [SECURED an internship?](#)
- [LOOKING for an internship?](#)
- [Frequently Asked Questions](#)

Have you secured an internship? If so, follow the steps below:

1. Log into [Handshake](#)
2. Go to your “Career Center” at the top of the login page and select “Experiences”



3. Click on “Request an Experience” – **FILL OUT EVERY FIELD - EVEN IF IT IS NOT REQUIRED.**



4. This will now activate the approval process with Career Services and your Faculty Internship Advisor**.
5. Once all the approvals are complete, Career Services will register you for credit. **You are NOT able to register for internship credit through WINGS**
6. Near the end of the semester prior to your internship, you will be invited to an internship orientation for more information on the requirements that are needed throughout your internship.
7. QUESTIONS: Contact either your [Career Advisor in Career Services](#) or [Karen Durnin, Internship Coordinator](#).

** Your Faculty Intern Advisor is determined by your academic department in which you are earning the credit. Many departments will allow you to select any faculty member in the department to academically supervise your internship (they do not need to necessarily be your assigned faculty advisor) and other departments will have an assigned “Internship Coordinator”. Consult your departmental website or inquire with the department.

Looking for an internship?

1. Log into [Handshake](#)
 - a. Click on EVENTS and then JOB SEARCH

The screenshot displays the Handshake job search interface. At the top, the user is logged in as 'Karolyn'. The navigation bar includes 'Jobs', 'Events', 'Career Center', and 'On-Campus Interviews'. The 'Job Search' section is active, showing filters for 'Internship (66)' and 'La Crosse, Wisconsin, United States'. The left sidebar contains filters for 'Location' (La Crosse, Wisconsin, United States: 50 miles), 'Categories' (Match All Employer Preferences, Expiring Soon, Interviewing on Campus), 'Job Type' (Job, Internship (66), Cooperative Education, On Campus Student Employment), and 'Employment Type' (Part-time (54), Full-time (12)). The main area shows a notification: 'Hey Karolyn, can you confirm your graduation date and school year for us? Keeping this info up to date helps us provide the most relevant jobs to you.' Below this, two job listings are shown: 'Information Technology Internship' and 'Arts & Humanities Internship', both from 'La Crosse Area Family YMCA'. Both listings are marked as 'Unpaid Part-Time Internship' and 'Applications close today'.

OR

2. Schedule an appointment with your [Career Advisor in Career Services](#) today!
 - a. Please have available a rough draft of your resume to bring to your appointment.

Frequently Asked Questions

- **What is an internship?**
 - a. An internship is an on-site work experience that is either directly related to your major field of study or your career interest. It can be paid or unpaid, and held during the summer or throughout the academic year.
- **What are the benefits of an internship?**

An internship gives you the opportunity to:

 - a. Gain valuable work experience before you graduate;
 - b. Develop new skills and enhance others;
 - c. Apply knowledge gained from coursework to on-the-job situations;
 - d. Explore career choices;
 - e. Meet and work with professionals, establishing contacts for letters of reference and networking;
 - f. Experience new work environments;
 - g. Earn money for tuition and expenses.
- **I was told I can not get paid to do an internship for credit.**
 - a. NOT TRUE! Your internship does not have to be unpaid. We encourage employers to compensate you for your internship. You can STILL earn credit if it is a paid experience.
- **How many hours do I need to work?**
 - a. One credit typically equates to 40 hours of work total. Most students will do 3 credits during a semester which equals 120 hours. This typically means you will work 7-10 hours a week depending what hours you have worked out with your on-site intern supervisor.
- **Does my internship have to be in La Crosse?**
 - a. No. You can look at internships all over the world! If you want to look outside of La Crosse, we encourage you to check out Handshake as well as [schedule an appointment with your Career Advisor](#) to develop a plan just for you.