INTERNSHIPS FOR CREDIT

- **SECURED** an internship?
- **LOOKING** for an internship?

**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

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.