

Internship Process Checklist

Find an Internship

- Internship opportunities can be found on Career Development's website or on Handshake. Feel free to explore different resources as well!

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.

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 at this link!



Request an Experience on Handshake

- Complete the Internship Learning Agreement (ILA) on Handshake to submit your internship for approval. Check out these links to find instructions on how to submit an Experience request.



Register and Attend an Internship Prep Workshop

- Register and attend an Internship Preparation Workshop with Career Development to learn about requirements and expectations during your internship.



Start Your Internship!