



# INTERNSHIP PROCESS

## Student

- **Contact** Career Services to discuss the internship process such as the Internship Agreement Form
- **Responsible** for locating their own internship site
- **Discuss** with the Dean to locate a Faculty Mentor
- **Obtain electronic signatures** of Site Supervisor, Faculty Advisor, Career Services and student on the Internship Agreement Form

## Advisor

- **Determines** alignment of proposed internship with degree programs
- **Verifies** internship-seeking student meets criteria (2.5 GPA, **completion** of 30-degree credits OR 50% percent of certificate program)
- **Instructs student** to select a one-, two- or three-credit internship course
- **Remind** student of all related fees and tuition

## Faculty

- **Responsible** for immediately contacting the related Academic Administrator to create the proper internship course section
- **Responsible** for assigning related projects, communicating with Internship site supervisor throughout the experience, monitoring the student's progress, and issuing a grade at the end of the semester
- **Responsible** for Initiating the Mid-Term and Final Evaluation Form.
- **Responsible** for issuing and collection the Post-Internship Evaluation Form following the internship.
- **Responsible** to electronically submit the **completed** Internship Agreement Form to Career Services.