

Internship Process Guide



INTERNSHIP SEARCH

Students can view paid or unpaid internship openings on our Handshake portal.

Students can log in to their accounts through the Student Tab on Aces.

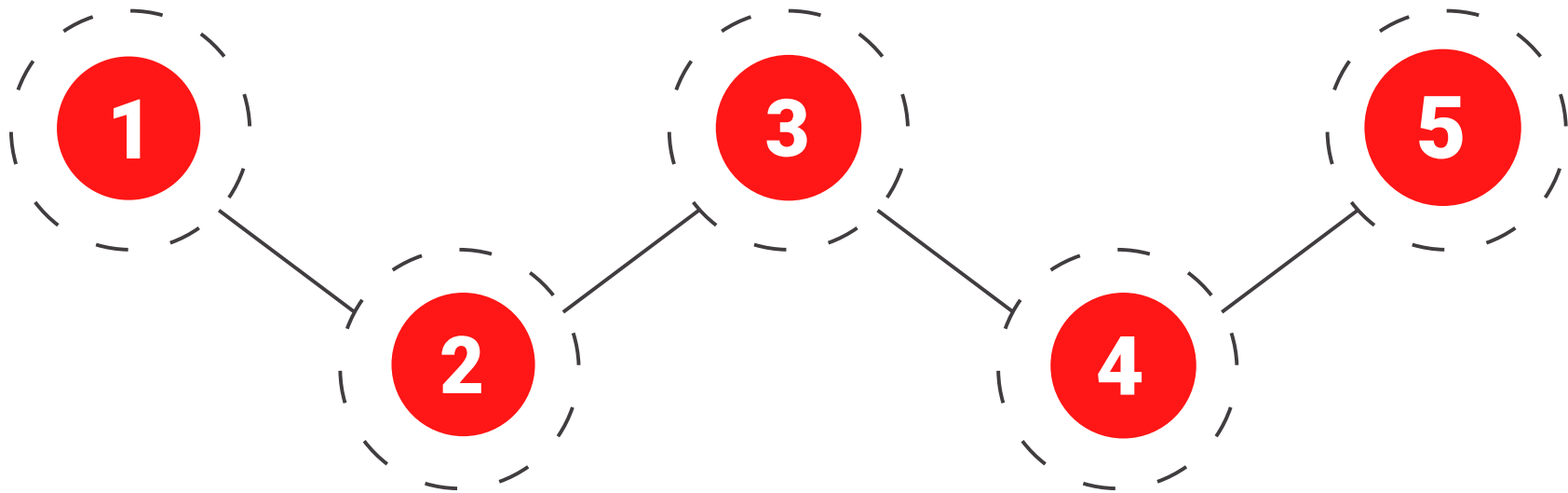
CAREER SESSION

Students should set up an appointment with our career navigator for resume/cover letter review. After application materials have been reviewed, students may submit their application for consideration.

FOLLOW - UP

Academic: Complete classroom requirements to earn a passing grade.

Non - Academic : Complete a student - initiated experiential learning form.



ACADEMIC OR NON-ACADEMIC

Academic : Verify with class instructor to determine if the internship is applicable towards class requirements. If enrolled in a practicum, co-op, or internship class.

Non - Academic : Not Enrolled in an internship class? Submit the student - initiated experiential learning form to document the experience on your non - academic/co-curricular transcript

INTERNSHIP OFFER

If offered internship position:

Academic: Follow-up with instructor on internship guidelines & requirements.

Non - Academic : Utilize the Student Enrichment Center Internship resources to find out best practices on completing a successful non-academic internship.