

The Academic Internship Registration Process

Students interested in pursuing academic internships for credit will now register for an Academic Internship Placeholder during Fall/Spring Priority Registration and submit final paperwork before the end of the current semester. The placeholder begins the Academic Internship Registration Process.

Academic internships are not guaranteed. It is the student's responsibility to work with their Career Advisor to secure an academic internship site. Internships follow the employment process; a cover letter and resume must be submitted to the employer for an interview to follow. The employer determines if the student receives the internship.

Students must OFFICIALLY be registered for internships before the start of classes for the semester. This allows time, if needed, for the student to drop the internship and add another course if necessary for fulltime status. If the Academic Internship Application is not submitted by August 15 for the Fall Semester or January 15 for the spring semester, students will be removed from the Academic Internship Placeholder. At that point, the student will be directed to meet with their faculty advisor or academic dean's office to select another course if needed.

Step 1:

As students register for classes, select one of the following in Self-Service for the Academic Internship:

- College of Arts & Sciences: INTPLHL-480-A&S, or INTPLHL-481-A&S, if second internship
- College of Business: INTPLHL-480-BUS, or INTPLHL-481-BUS, if second internship
- College of Engineering: INTPLHL-480-ENGR, or INTPLHL-481-ENGR, if second internship

*Note: Search for Internship Placeholder in the course search function

Step 2:

Students must make an appointment with their Career Advisor as soon as possible to begin the Academic Internship Registration Process:

- Log into Handshake: <http://wne.joinhandshake.com>, click on Career Center, then Appointments
- Call 413.782.1217 or email careercenter@wne.edu

Students are not automatically guaranteed an internship by registering for the Academic Internship Placeholder course. Student must follow the registration process set by their Career Advisor and submit final internship paperwork before August 15 for the fall semester or January 15 for the spring semester.

Step 3:

Complete the Academic Internship Application by August 15 for the fall semester or January 15 for the spring semester. This is the step that transitions the Academic Internship Placeholder into an Academic Internship Course for credit.

Again, it is recommended for students to submit their paperwork before *August 15 for the fall semester or January 15 for the spring semester*. Please bear in mind that if the Academic Internship Application is not submitted by *August 15 for the fall semester or January 15 for the spring semester*, the student will be removed from the Academic Internship Placeholder. At that point, the student will be directed to meet with their faculty advisor or academic dean's office to select another course if needed.

Step 4:

The student must follow the steps in the Delbridge Career Center [Academic Internship Guidelines](#) (link) for the semester associated with their academic internship.