

UNDERGRADUATE ACADEMIC INTERNSHIP STUDENT GUIDELINES

- ☐ **To register for an Academic Internship for academic credit, you must have:**
 - Attained junior status as defined by having completed at least 57-60 credit hours in accordance with your catalogue year listed in your self-service record.
 - A minimum GPA of 2.5 overall and in the major, except where an internship is required for your major or special permission is obtained from your Dean to undertake an internship.

- ☐ **During course registration time, register for the Academic Internship Placeholder which is associated with your College. Consult with your Faculty Advisor for questions or more information:**
 - College of Arts & Sciences: INTPLHL-480-A&S or INTPLHL-481-A&S if your second internship (Note, if you will be registering for other than 3 credits, please contact the A&S Dean's office)
 - College of Business: INTPLHL-480-BUS or INTPLHL-481-BUS if your second internship
 - College of Engineering: INTPLHL-480-ENGR or INTPLHL-481-ENGR if your second internship

When you register for the Academic Internship Placeholder you will see the following on your academic schedule. NOTE: The suffix is specific to your college. (COAS: College of Arts and Sciences; BUS: College of Business; ENGR: College of Engineering)

For Example:

<input type="checkbox"/>	INTPLHL-480-COAS: Internship Placeholder Registered, but not started	3 Credits	St. James, A Burke, S Epps, L Cokotis, M	TBD 8/30/2021 - 12/17/2021	Main Campus By Arrangement, BYARR Internship/Externship
<input type="checkbox"/>	INTPLHL-480-BUS: Internship Placeholder Registered, but not started	3 Credits	Kapinos, K St. James, A Burke, S Epps, L Cokotis, M	TBD 8/30/2021 - 12/17/2021	Main Campus By Arrangement, BYARR Internship/Externship

IMPORTANT NOTE: You are not automatically guaranteed an internship by registering for the Academic Internship Placeholder. You must follow the registration process set by your Career Advisor, confirm an internship site, and submit final internship paperwork by the date stated by your Career Advisor.

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 full-time 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.

- ☐ **Make an Appointment with Your Career Advisor**
 - Log into Handshake (<http://wne.joinhandshake.com>), click on Career Center, then on Appointments
 - Call 413-782-1217 or email careercenter@wne.edu
 - Email your Career Advisor directly: [Meet your Career Advisor \(link\)](#)

Email A Copy of Your Résumé to Your Career Advisor

Your Career Advisor will review your résumé. If you do not have a résumé, start a draft using these suggestions ([Resume Guide](#)). If there are revisions, post the most recent copy of your résumé to Handshake.

The Appointment

- During this appointment, you will discuss potential internship sites or if you already have a site, talk about the approval process.
- You will receive the Academic Internship Application. Your Career Advisor will facilitate the signatures from your Faculty Advisor, Department Chair, Faculty Sponsor, and Academic Dean (if required).
- This Academic Internship Application must be completed by the date stated by your Career Advisor, and transitions your Academic Internship Placeholder into an Academic Internship Course.
- If the Academic Internship Application is not submitted on the date stated by your Career Advisor you will be removed from the Academic Internship Placeholder. At this point, you will be directed to meet with your Faculty Advisor or Academic Dean's office to select another course, especially if additional credits are needed to maintain full-time status.

The Internship Exploration and Interview Process

The Delbridge Career Center provides ongoing support for students' development of internship/job exploration skills and educates them about utilizing appropriate resources. Students are expected to be actively engaged in exploring potential internship opportunities. This includes developing an appropriate résumé, cover letter (if applicable), identifying opportunities, and applying to multiple internship options. Timely communication and follow-through are a must.

Internship interviews and the selection process are competitive. Most companies require an interview prior to offering an internship. Remember to treat the interview as you would for any professional position. Practice interviews are available through the Delbridge Career Center for students interested in enhancing their interviewing skills.

Please notify your Career Advisor when you are offered the internship and remember to send a thank-you note to your interviewer.

Confirm Your Academic Internship Site with your Career Advisor

Send your Career Advisor an email once you confirm your internship site.

Prior to the beginning of the semester, contact your Site Supervisor to set up a start date and notify your Career Advisor and Faculty Sponsor of your start date.

Verify that your academic internship placeholder course has transitioned to an academic internship course in Self-Service. You will see the INTPLHL-480 change to your course code 480/481 with a green check and the word registered next to the check:

<input type="checkbox"/>		CJ-480-45: Internship in Criminal Justice ✓ Registered	3 Credits	Martini, K	TBD 7/6/2021 - 8/12/2021	Main Campus By Arrangement, BYARR Internship/Externship
<input type="checkbox"/>		FIN-480-47: Internship in Finance ✓ Registered	3 Credits	Schmutz, B	TBD 7/6/2021 - 8/12/2021	Main Campus By Arrangement, BYARR Internship/Externship
<input type="checkbox"/>		EE-480-45: Internship in Electrical Engr ✓ Registered	3 Credits	Magotra, N	TBD 7/6/2021 - 8/12/2021	Main Campus By Arrangement, BYARR Internship/Externship

If your academic internship placeholder has not transitioned to an academic internship course, please contact your Career Advisor ASAP.

Attend the Mandatory Internship Orientation

Prior to the beginning of the semester, you will receive an email confirming your internship status and a reminder to attend the Internship Orientation. The Academic Internship Orientation reviews the next steps in the process and you receive the Academic Internship Contract.

Schedule an Appointment to Complete the Internship Contract

The Academic Internship Contract outlines important information, goals and objectives of your internship, and the academic requirements to your Academic Internship. You will receive the Academic Internship Contract during the Academic Internship Orientation. It is your responsibility to contact your Faculty Sponsor to arrange a meeting at the internship site with you and your Site Supervisor.

The completed Academic Internship Contract is due two weeks from the start of your internship and must be returned to the Career Center with all the appropriate signatures by that due date.

Understanding Role of the Faculty Sponsor

- Oversees the academic component of your internship including the syllabus and provides the academic grade.
- It is preferable that your Faculty Sponsor make at least one visit to your internship site to review the nature of the internship and to complete the Academic Internship Contract.
- If your site is far from campus, contact may be maintained with your Faculty Sponsor via telephone or email.
- It is your responsibility to connect with your Faculty Sponsor on a regular basis to discuss your internship experience.
- If you have any problems at your site, please address them immediately with your Site Supervisor. If your concerns are not resolved, notify your Faculty Sponsor and Career Advisor.

Complete the minimum number of experience hours for your internship (40 hours per credit) and academic requirements (ex. log).

Ex. 120 hours for a three-credit academic internship

Internship Evaluation Forms

Near the end of the internship, Internship Evaluation forms are sent to you and your Site Supervisor. These forms are also available online under "Resources" in Handshake. The completed forms should be returned to the Delbridge Career Center.

Complete the academic component of the internship as determined by your Faculty Sponsor.

This is outlined on the Academic Internship Contract or in the syllabus provided by your Faculty Sponsor.

Internship Thank You Note

When you have completed your internship, remember to send a thank-you note to your Site Supervisor.