

***DO NOT BEGIN AN INTERNSHIP (FOR-CREDIT) UNTIL YOU
KNOW YOU HAVE BEEN REGISTERED.*
CHECK YOUR ACCOUNT TO SEE IF THE EXL CREDITS
HAVE BEEN ADDED BY THE REGISTRAR.**

Steps to Receive Academic Credit for Internships

Two weeks or more before deadline: Obtain a **Faculty Sponsor**. Find a faculty member in your department to be your Faculty Sponsor. Your Faculty Sponsor will need to review the full details of your internship to approve it.

By the deadline: Complete and turn in the **internship application**. The internship application is found on the **Portal under Student Links**. Fill out the application completely before requesting approval signatures from your Faculty Sponsor and **Site Supervisor**. (You will need to identify learning goals and responsibilities.)

➤ ***Emails confirming their approval of your internship position are valid substitutions for signatures. The student must provide a physical signature.**

➤ **If you have an F-1 Visa you will need to attach a formal offer letter from your internship supervisor and a CPT request form.**

*It is the **student's responsibility** to become familiar with the requirements and process related to completing an internship for-credit. The student is responsible for communicating information to the Faculty Sponsor, Site Supervisor and CDC.*

Internship Contract Deadlines

Summer Internship – May 1st

Fall Internship – August 15th*

**(this is typically BEFORE classes have begun)*

Winter Internship – December 1st

Spring Internship – December 1st

For Spring and Fall Semesters, there is an **appeal period** until the end of the first week of classes.

****Late Appeal and Add/Drop Forms are found on the student portal.***

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Before starting your internship: Attend a CDC workshop on internships to learn about the process and requirements **or** read through the information on the website and portal.

Any questions can be directed to cdcinfo@randolphcollege.edu.

Beginning your internship: Keep an **Hours Log**. Record the dates, number of hours worked, and activities performed in your log. This will need to be submitted to your Faculty Sponsor **and to the CDC** at the end of the internship to confirm the number of hours you have worked.

During your internship: You will need to write a **Reflection Paper** upon completion of the internship. Essays should be two pages long and explore how the experience related to the learning goals you expressed in the internship application. It should be submitted to both your Faculty Sponsor **and to the CDC**.

After your internship: Your Site Supervisor will receive an email from the CDC with a **link to the supervisor evaluation**. This, along with the hours log and reflection paper will be considered for part of your grade. *It is your responsibility to communicate with the site supervisor to ensure they have completed the evaluation by the deadline.*

FINDING AN INTERNSHIP:

Initial Considerations:

☐ Location ☐ Paid/Unpaid ☐ Transportation ☐ Housing ☐ Major/Minor

The CDC can *assist* you with finding the right internship.

The CDC posts internships on *social media* (IG: @randolphcollege_cdc), and on the large *tv located outside the CDC* office. There is also a table with an *internship notebook* in the CDC that you may come browse at any time. The CDC also sends *emails* and *posts flyers* to share new opportunities as they are found.

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Other Resources:

Are you on **LINKEDIN**?

*LinkedIn is a platform designed to help professionals with career management. With over **600 million users**, LinkedIn is also a hunting ground for recruiters and hiring managers. There are many benefits to being on LinkedIn. (www.ngcareerstrategy.com/)*

“Does being on LinkedIn really make a difference?”

*The short answer is yes. Being on LinkedIn is a huge benefit to your career. It impacts your current online presence, job search, networking, professional branding, and your ability to **access great opportunities**. In a world where **competition for jobs** is more fierce than ever, you can't afford to be left behind. You also can't afford to be unsearchable – which is what you are if you aren't on LinkedIn.*

(www.ngcareerstrategy.com/)

- Check in with your **professors** to see what they would recommend, too!
- If you're interested in interning with a **specific organization or company** and cannot find any listings online, make an appointment in the Career Development Center and we will guide you through the steps to find or develop an internship opportunity.
- Before applying to internship positions, we highly recommend meeting with us in the Career Development Center to go over your **resume and cover letter**.

Check out these websites:

www.USAjobs.gov

www.Indeed.com

www.Glassdoor.com

www.Ziprecruiter.com

<https://gogovernment.org/federal-internship-finder/>

<https://www.dodciviliancarriers.com/civiliancareers/internships>

<https://www.zintellect.com/Catalog>

<https://www.cia.gov/careers/student-programs/>

<https://stemgateway.nasa.gov/public/s/explore-opportunities>

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***Also, many companies/organizations do not post on a job board.
You may have to *visit their website directly* to find opportunities.**

Requirements to receive Academic Credit for Internships:

- *Rising* Sophomores, Juniors, and Seniors with a minimum cumulative GPA of 2.0 are eligible to complete internships for one-half (.5) to four credits over a session or a full semester, with a maximum total of 8 such credits allowed towards graduation.
- Each credit-bearing internship must represent a different learning experience. Each credit hour = 42 hours minimum. Students may request to change the number of Internship Credits prior to the last two weeks of classes in the semester in which the internship is taking place by utilizing the proper form.
- Students who engage in a credit-bearing internship during the semester must be registered for and maintain a 12-credit course load, exclusive of physical education activity courses.
- Credit-bearing internships may take place at any time during the year. **Summer and Winter internships will be assessed a fee of \$150 per credit.**
- F-1 visa holders need to obtain **Curricular Practical Training (CPT)** by showing that the internship is integral to their major course of study, and thus the student must have previously declared their major. More information on CPT is available from the Director of International Programs and Study Abroad.

What criteria is necessary for an Internship?

1. The student is provided a realistic exposure to the career field, including training in transferable skills.
2. The student receives professional supervision including feedback sessions and a formal evaluation at completion of the internship.
3. The student performs substantive tasks, has a progression of responsibility, or a project.
4. Duration of internship is a minimum of four weeks.
5. Employers must be aware of and in compliance with the U.S. Dept. of Labor guidelines for internships.