



INTERNSHIP REGISTRATION PROCESS

Preregistration:

- **Complete the Internship & Career Planning Seminar.**
- Secure internship.
 - Obtain job description from your employer.
- Confirm Site Supervisor and contact information.
 - ◆ **Site Supervisor:** a member of the organization you are working for, that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake, and complete a final evaluation at the end of the semester.
- Confirm a Faculty Sponsor.
 - ◆ **Faculty Sponsor:** a full-time faculty member from your major department. They will be responsible for grading your final internship paper and giving you a grade for your internship.

Registration (Two-step process):

- Step 1: Register your internship in Handshake.
 - Complete form under “Request an Experience” under Career Center on Handshake home page.
 - Please be sure to fill out learning objectives accurately:
 - ◆ **Learning Objectives:** goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
 - An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.
 - *Please ensure you designate Handshake as an approved sender (to avoid future emails going into the clutter or spam folders)***
- Step 2: Meet with Rena Piller-Thurston (rpiller-thurston@rwu.edu) from the Center for Career & Professional Development to finalize registration paperwork.
 - This process must be completed by the semester’s add/drop deadlines in order for you to receive credit for your internship.
 - This process is different for justice studies, psychology, and public health students, since they have a practicum component.

Helpful Tips/Info:

- Begin your internship search at least a semester ahead of time.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- For every credit you receive, you will be required to work 45 internship hours (ex: a 3 credit internship requires 135 hrs).
- Grade type (pass/no pass or letter grade) varies depending on major and faculty sponsor.