



4 & 8 CREDIT INTERNSHIPS

REQUIREMENTS

- Internships must last 12 weeks minimum
- Must fall within the semester
- We recommend students end their internship prior to the last day of classes

- Must have a minimum of 64 Credits
- Must have a minimum of 2.7 GPA
- Must have completed the Pre-Requisites for 499 Class of your major

STEP ONE

CONSULT WITH YOUR
DEPARTMENTAL INTERNSHIP
COORDINATOR

STEP TWO

COMPLETE THE ONLINE
LEARNING AGREEMENT &
PROPOSAL FORM

STEP THREE

REGISTER & PAY FOR THE
INTERNSHIP COURSE WITHIN
YOUR MAJOR.

LEARNING AGREEMENT INSTRUCTIONS

- Sign into Handshake.
- Access "Experiences" on the left-hand side of the screen.
- Navigate to the top of the screen and select "Report an Experience".
- Complete the questionnaire.
- Define your Learning Objectives in Question 12 with a response no less than 300 words.
- Submit.

DEADLINES
FALL 2017: September 13th
SPRING 2018: January 23rd
SUMMER 2018: May 21st

