

## 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 determine if your internship is "academically worthy" for your major. They will also 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.
-