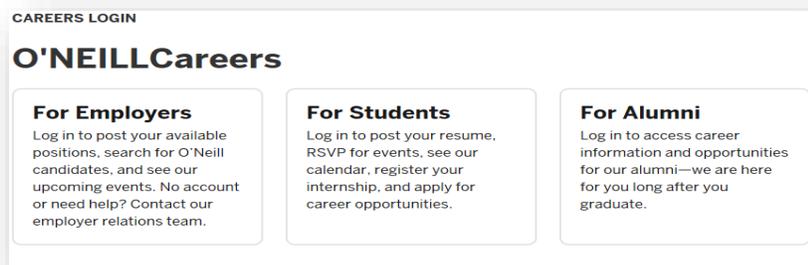
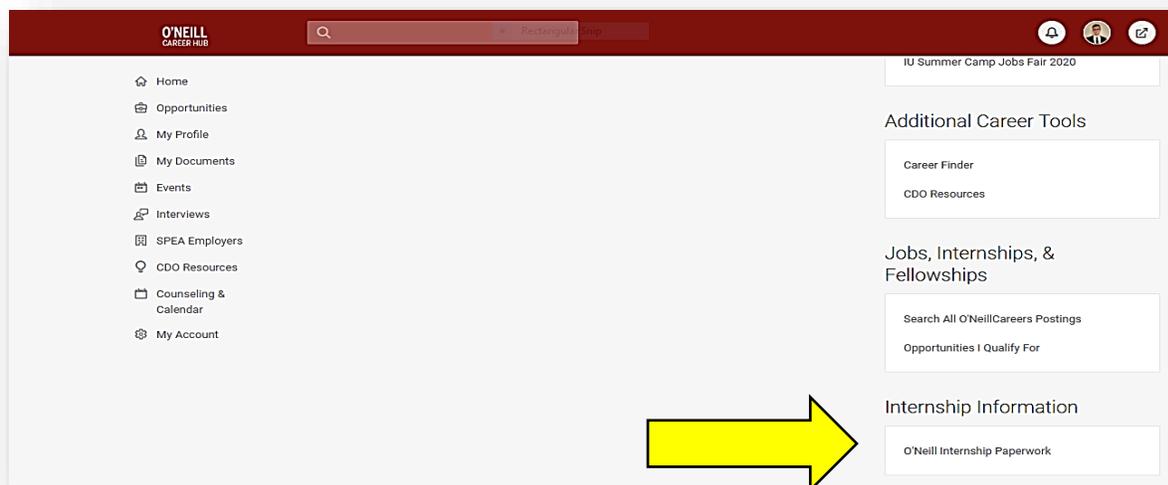


Graduate Students: How to Register Your Internship on ONEILLCareers

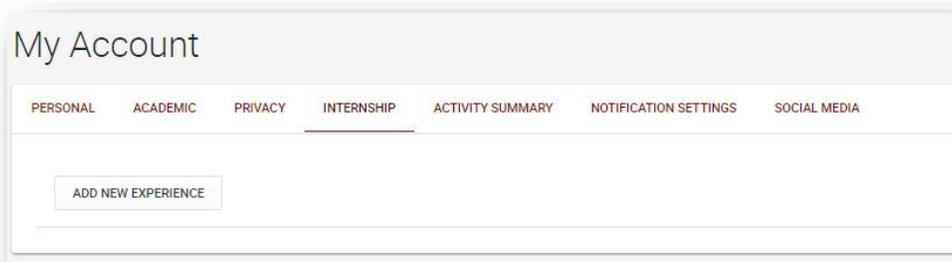
Step 1: Login to your ONEILL Careers Account as a Student [here](#)



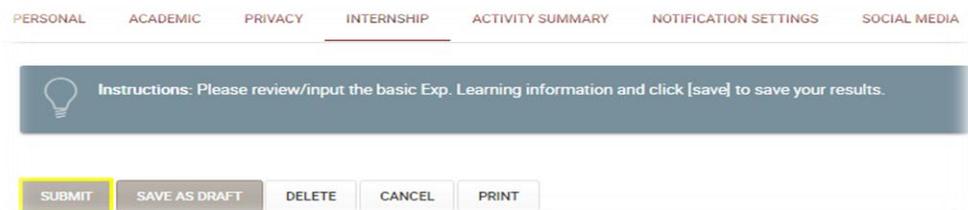
Step 2: You're in! Click on [ONeill Internship Paperwork](#) in the bottom right of the page under "Internship Information"



Step 3: Click "Add New Experience"



Step 4: Fill out the form and click “Submit” when you are ready for us to review it! If you do not know your supervisor yet, use the general HR contact (email the Career Hub when you have an updated contact that can serve as your direct supervisor).



Step 6: Allow 7-10 business days for processing. If applying for summer credit, be aware that there may be a slight delay. If there is a time-sensitive matter, please contact the Career Hub.

Things to Remember:

- Once your form has been submitted, the Career Hub will review the internship. If approved, permission will be given to enroll for the SPEA- V585/E589 or AADM-Y750 internship course. Hours worked will not count until the internship has been approved!
- **MPA/MSES/MSE** students must complete 120 hours at their internship site to complete the requirement. Students may choose to register for 0-6 credits of V585/E589 (depending on the internship hours). The first 0-1 credits requires 120 hours, and each additional credit requires 80 hours. All enrolled credits will be assessed for tuition.
- **MAAA** students must register for at least 3 credits of Y750, and complete 280 hours at their internship site to complete the requirement.
- The internship must be a professional and an educational experience that is related to your field of study.
- You are required to submit one self-evaluation and one final employer evaluation (completed by your supervisor) through SkillSurvey. Your assigned instructor will send you more details on this requirement.
- An internship is not considered complete until all hours are completed and all documentation is submitted. Once your internship is complete, your grade will be changed.
- If you wish to utilize postgraduate work experience to fulfill your requirement, it is your responsibility to get this approved. You will need to discuss this with the Master’s Program Office.