INTERNERSHIP INFORMATION

Information for undergraduate students seeking internship assistance from the Center for Career Development and Experiential Learning

The information in this packet is only intended for undergraduate programs that do not include internships, field, or experiential learning as a requirement. Students in majors such as education, nursing, and social work must follow the specific policies of their academic departments.

Students may find additional information, resources, and tools on our virtual career center and website, TartanEdge, available 24/7 at https://tartanedge.edinboro.edu
INTERNSHIP PROCESS
These steps are required prior to scheduling an appointment with the Career Center.

STEP 1: ADVISOR MEETING
Contact and meet with your Academic Advisor and Internship Coordinator to learn about requirements, timelines, and possible internship sites for your major.

STEP 2: HANDSHAKE ACTIVATION
Activate and complete your Handshake profile, and set your internship preferences. Begin searching for internships.

STEP 3: RESUME REVIEW (optional)
Complete the Career Center's resume review process.

STEP 4:
Schedule an appointment with the Career Center to discuss your search or preparing for interviews.
1: WHY SHOULD I CONSIDER AN INTERNSHIP?

Internships are an excellent way to gain experience in your field, apply learning, network, and increase marketability after graduation.

2: SHOULD I REGISTER AN INTERNSHIP FOR CREDIT?

That is entirely up to you and should be discussed with your academic advisor. You may earn up to 12 credits for internship. If you want to earn credits, plan ahead with your advisor so you have enough free electives to use.

3: DOES THE CAREER CENTER OFFER INTERNSHIP PLACEMENT?

The Career Center does not provide placement services. Students are expected to identify their own internships. We provide several career events and fairs, an internship board and other services to help you find opportunities. Learn more.

4: WHY AM I REQUIRED TO COMPLETE THESE STEPS BEFORE MEETING WITH THE CAREER CENTER?

Every academic department manages internship differently, so it is important that students know their timeline, intent to earn credit, and program requirements before starting the internship process. Our four-step process ensures efficiency for everyone, including students.