



Center for Career Development
and Experiential Learning

INTERNSHIP 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 tartanedge.edinboro.edu

INTERNSHIP PROCESS

STEP 1: MEET WITH YOUR DEPARTMENT FACULTY

Contact and meet with your Academic Advisor **and** department Internship Coordinator to ask:

Am I eligible to complete an internship?

How will the internship credits fit in my schedule?

What forms/paperwork are needed and what are the due dates?

What are some possible internship sites?

Step 1 is required prior to scheduling an appointment with the Career Center.

STEP 2: RESUME REVIEW

Complete the Career Center's resume review process.

STEP 3: HANDSHAKE ACTIVATION

Activate and complete your Handshake account and profile and set your preferences. Begin searching for internships.

STEP 4:

Schedule an appointment with the Career Center to discuss your internship search, applications, and preparing for interviews.

INTERNSHIP FAQ

1: WHY SHOULD I CONSIDER AN INTERNSHIP?

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

2: HOW DO I REGISTER AN INTERNSHIP FOR CREDIT?

Internships do not have to be registered for credit, but you should discuss this with your **academic advisor**. You can earn up to 12 credits for an internship. If you want to earn credits, plan ahead with your advisor to see how they fit in your schedule.

3: DOES THE CAREER CENTER OFFER INTERNSHIP PLACEMENT?

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

4: WHY AM I REQUIRED TO MEET WITH FACULTY BEFORE MEETING WITH THE CAREER CENTER?

Every academic department manages internships differently, so it is important that students know the eligibility criteria, paperwork timelines, how to earn credit, and program requirements before starting the internship search process. This ensures efficiency for everyone.