

## Credit Option

# Internship Search & Set-Up

Plan ahead at least 1 semester

### Generate Internship Ideas

- Handshake | St. Kate's Job & Internship posting – [stkate.edu/career](http://stkate.edu/career)
- Indeed.com | MNCN.org
- Brainstorm for internship ideas with career counselor in Career Development Center

### Acquire Internship Advisor

- Ask a faculty member in your major/minor to be your Faculty Internship Advisor

### Credit Options

Options	Hours/week	Total Hours Worked
4 semester credits	10-12 hrs	150-160 hrs
3 semester credits	8-10 hrs	120 hrs
2 semester credits	5-6 hrs	75-80 hrs
Zero semester credits	5-6 hrs	75-80 hrs

### Prepare a Resume & Cover Letter

- Attend “Drop-Ins” or schedule an appt. with the Career Development Center

### Apply to Internship Sites/Schedule & Attend Interviews

- Interview coaching is available through the Career Development Center

### Accept Internship Offer!

### Complete the *Request an Experience* form on Handshake

1. Go to [stkate.edu/career](http://stkate.edu/career)
2. Scroll to *Jobs and Internships* and Select *Everything Internships!*
3. Click on the *Request an Experience* button

### Attend Internship Set-up meeting through Career Development Center