

Steps to setting up your internship

Start early!

It can take several weeks to get through the set-up process

Preparation Steps

- ☐ **Prepare your resume, cover letter, and interviews**

Resources: [Resume Guide](#), [Cover Letter Guide](#), [Interview Guide](#), [Interview Stream](#)

- ☐ **Search for internships**

Off-Campus: [Handshake](#) > Jobs > Internships

On-Campus: [Handshake](#) > Jobs > On-Campus > Search "Community Leaders"

Additional search tips and resources: katiecareervc.stkate.edu/channels/search

- ☐ **Determine Credits**

Resources: [Programs of Study Page](#)

Options	Hours/Week	Semester Hours
4 Credits	10-12 Hours	150-160 Hours
2 Credits	5-6 Hours	75-80 Hours
0 Credits	5-6 Hours	75-80 Hours

- ☐ **Find a Faculty Advisor**

Set-Up Steps for Registration

- ☐ **Complete a Learning Contract**

-Record internship details, duties, goals, and assignments

-Obtain signatures from your faculty advisor and internship site supervisor

- ☐ **Complete the Experiential Learning Agreement**

- ☐ **Request an Experience in Handshake**

Go to [Handshake](#) > Career Center > Request an Experience

- ☐ **Schedule an Internship Set-Up Appointment**

Go to [Handshake](#) > Career Center > Appointments