

Steps to setting up your internship: Biology

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"
Organization Lists: katiecareervc.edu/channels/search > Career Interest Menu

- ☐ **Determine Credits**
Biology requires a minimum of 2 credits

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

- ☐ **Find a Faculty Advisor**
Any Biology faculty can serve as your internship advisor, but you must ask a faculty member. Faculty requirements: katiecareervc.stkate.edu/channels/faculty

Set-Up Steps for Registration

- ☐ **Complete a Learning Contract**
 - Record internship details, duties, goals, and assignments (A Biology Symposium presentation is a required assignment)
 - Obtain e-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