

# Steps to setting up your internship: Business

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](#), [InterviewStream](#)

- Search for internships**  
Off-Campus: [Handshake](#) > Jobs > Internships  
On-Campus: [Handshake](#) > Jobs > On-Campus > Search "Community Leaders"  
Brainstorm ideas with Fashion faculty & Career Development

- Determine Credits**  
Business requires 2-4 credits

Options	Hours/Week	Semester Hours
4 Credits	10-12 Hours	150-160 Hours
3 Credits	8-10 Hours	120 Hours
2 Credits	5-6 Hours	75-80 Hours

- Find a Faculty Advisor**  
Your Business Practicum Instructor will act as your faculty advisor

## Set-Up Steps for Registration

- Obtain approval from your Business Practicum Instructor**  
Ask your Business Practicum Instructor to review your internship description to ensure it meets the program criteria

- 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