

Want an Internship/Field Experience For Credit?

1

Start With Your Faculty Advisor

- Connect with your Faculty Advisor the semester before you want to start an internship
- Brainstorm some ideas of where you might complete your internship
- Discuss who your Faculty Instructor should be (this may or may not be your advisor)

2

Visit the IDEA Center

- Learn how to search for internships that would be a good fit for you
- Get help with your application materials (i.e. resume, cover letter, LinkedIn profile)

3

Meet With Your Faculty Instructor

- Once you've confirmed the details of your internship with your Site Supervisor, meet with your Faculty Instructor to develop goals and learning objectives
- Discuss how many hours you will work and how many credit hours you will earn
- Create a communication plan to share your progress throughout the semester

4

Report your Internship in Handshake to receive credit

- Log in to Handshake through the IDEA Center link on MyGFU
- Click "Experiences" on the left navigation bar, then click "Report an Experience"
- Complete all sections; pay special attention to the Learning Objectives section (see example on back)
- Submit form before the add/drop deadline (2 weeks after start of semester)
- If you register after the add/drop deadline, you will need to present a compelling reason on the Handshake form as to why you are requesting late credits

5

Follow Through

- Check in with your faculty Instructor during the semester as outlined in your communication plan
- Make a great impression on the job
- Meet with an IDEA Center Career Coach after the internship ends to learn how to leverage your experience and position yourself for the next internship or job