

# Want an Internship/Field Experience For Credit?

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## 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)

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## 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 complete and how many credit hours you will earn
- Create a communication plan to share your progress throughout the semester

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## 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 both the Details and Learning Objectives sections (see example on back)
- Do this before the add/drop date (2 weeks after start of semester)
- If you register after the add/drop date, you will need to present a compelling reason on the handshake form as to why you are requesting late credits.

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## 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

# Tips for Completing the Experience/Internship form on Handshake

When requesting **academic credit** for an internship, you need to ask yourself, “What am I getting credit for?” Academic credit is awarded for the **learning achieved** rather than merely the work completed.

## When writing the goals and learning objectives:

1. Be as clear and specific as you can
2. Make them SMART (Specific, Measurable, Attainable, Realistic, Timely)
3. Use action words, like: apply, solve, design, develop, present, describe, compile, identify, determine, become familiar with, evaluate, understand, produce, explain, analyze, critique, and compare.

## Look at this example!

**Position Title: Public Relations Intern**

**Organization Name: BooksRus Publishing**

### **\*Identify some daily tasks and semester projects that you will complete throughout the course of this internship:**

- Work with the author to send out videos, speaking topics, in-home book readings and articles to a variety of online sites.
- Develop a 1-3 year strategic plan that includes online marketing.
- Add emails to MailChimp list and keep list up-to-date.
- Work closely with web manager and video producer when needed to make sure emails are being sent twice a month.
- Contact (by email and phone) directors of women's ministries from a list of 100 plus churches who have received a free copy of author's book. Follow up with more communication.
- Edit/revise/write social media posts so it conforms to the purposes of the company and message of the book.
- Track and organize data from media immediately before, during and after events.

### **\*3-5 detailed Learning Objectives below. These need to clearly communicate what you will learn through this experience related to your field of study:**

- Practice and learn the techniques of using social media as a public relations tool.
- Learn the skill of problem solving by using critical thinking skills in a media-saturated culture.
- Increase knowledge of tracking media hits, drafting emails to upper level managers and directors, and collaborating with an author.
- Sharpen editing, writing and speaking skills.
- Develop an eye for detail and learn to take risks.
- Develop stronger listening skills.