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 complete 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 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.

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
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.