Want an Internship For Credit?

Start With Your Faculty Advisor
- Connect with them the semester before you plan to start the internship
- Brainstorm some ideas of where you might complete your internship
- Discuss the possibility of creating an internship
- Discuss who your Faculty Instructor should be (this may/may not be your advisor)

Visit the IDEA Center
- Learn how to search for internships
- Get help with your application materials (resume, cover letter LinkedIn profile)

Meet With Your Faculty Instructor
- Once you’ve confirmed the details of your internship, meet with your faculty instructor to develop goals and learning objectives
- Discuss how many credit hours you will earn
- Create a communication plan to share your progress throughout the semester

Enter Internship Into Bruin Careers
- Look on the back side of this sheet to see the information you’ll need to report.
- Login to Bruin Carers through MyGFU and click “report an internship”
- Do this before the add/drop date (3rd week of the semester)
- If you register after the add/drop date, you will need to complete an academic petition

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
Bruin Careers Online Form

Field Experience (Internship) Term:
Fall 2015

* Position Title:

* Experience Start Date:

* Experience End Date:

Estimated Hours per Week:

Status:
Pending

Work Information

* Supervisor’s Name:

* Supervisor’s Title:

* Address Line 1:

* Address Line 2:

* City:

* State/Province:

* Zip:

Country:

* Description of Site:

* Phone:

* Fax:

* Website:

* Supervisor’s Email:

Internship Information

* Number of Credits:

* Course #:

* Discipline:

* GFU Instructor Name:

* GFU Instructor Email Address:

* Academic Advisor:

* Academic Advisor Email Address:

* Briefly describe goals and learning objectives for this field experience (Internship):

* Upon completion of the field experience (Internship), the intern will be able to:

* Daily Tasks and Semester Projects:

* Anticipated Schedule: