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