

STEPS FOR REQUESTING AN INTERNSHIP 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 or Check Out the IDEA Center Resources in Canvas

- 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 Work 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. (45 hours of work = 1 credit hour)
- Complete a syllabus and submit to your Faculty Instructor. Move to Step 4 AFTER your syllabus is approved.

4

Request Your Internship in Handshake to Receive Credit

- On the MyGeorgeFox Student Homepage, click the "Student Resources" tile.
- Click "Login to Handshake" on the left-hand side.
- Once in Handshake, select "Career Center" at the top, click "Experiences," then click "Request an Experience."
- Under Experience Type, select "Field Experience/Internship FOR CREDIT."
- Complete all sections; pay special attention to the Learning Objectives section (see example on backside of this handout).
- 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.
- Meet with an IDEA Center Coach after the internship ends to discuss leveraging your experience for the next position you apply to.



TIPS FOR DEVELOPING EFFECTIVE LEARNING GOALS & OBJECTIVES

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

When Writing Goals & Learning Objectives, You Should:

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

Take a Look at This Example!

Position Title: Marketing/Public Relations Intern

Organization Name: BooksRus Publishing

Identify some daily tasks and semester projects:

- Work with the author to send out videos, speaking topics and articles to a variety of online sites.
- Develop a 1-3 year strategic plan that includes online marketing.
- Contact directors of women’s ministries from a list of 100+ churches who have received a free copy of author’s book. Follow up with more communication.
- Edit/revise/write social media posts so that they conform to the purpose of the company and message of the book.

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

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