Internship Process

Internship Application Due

Internship applications must be completed and submitted along with a current transcript.

Fall internship applications and transcripts are due the last week of March.

Spring internship applications and transcripts are due the last week of September

Internship
applications will be
processed by the
HSML faculty
committee and
decisions on
internship eligibility
will be emailed to the
student.

Internship

Eligibility

Determined

Fall internship
decisions will be sent
the second week of
April.

Spring internship decisions will be sent the second week of October.

Registration Codes and Internship Course Enrollment

When it has been determined that a student is eligible for internship, the student will be emailed a registration code in which to register for the internship course.

If it is determined a student is ineligible for internship, the student will not be emailed a registration code and will be required to resubmit an application in a future semester.

Internship Placement Requirements

All internship placements must be approved through the Office of Experiential Learning.

Internship placements *must* be secured *and* started no later than the 12th day of class or the student will be withdrawn from the internship course.

Internship
Paperwork and
Hour
Completion
Requirements

Student's progress in the internship placement will be monitored through the use of the Midterm and Final Evaluations from the supervisor as well as the time sheets completed and approved by the internship supervisor.

Each student <u>must</u> complete a minimum of 300 hours in one semester of the internship.

Internship Course Work Requirements

Students will meet online and in the classroom for the duration of the semester for ongoing support and learning while in the internship placement.

Site visits with the internship supervisor may be arranged online throughout the semester.