

## Instructions for Internship Intent

All students planning to do an internship **MUST** enroll in the Internship Intent Section. This is for the Spring and Fall semesters **ONLY**.

To enroll in the Internship Intent Section, visit the SISWEB Web site as you normally would do to register for classes. The Internship Intent Section can be found under your department's section and will have an "XO" in the name. **MAKE SURE YOU ENROLL IN THIS SECTION!**

Steps to enrolling in the Internship Intent Course:

- [Log in to Student Services](#)
- Click on "Course Sections"
- Select the semester in which you want to do your internship
- Select your major's section (i.e. English, biology, business) as you would to look for your major's classes and click submit
- Click on the Internship Section (Internship Intent – Section XO) and click Submit
- [The Section Title will come up; be sure that it ends in "X0", and specifies "INTENT"](#). You can then click the link to add this to your registration cart, and then add the Intent as you normally would add a course.

**Failure to enroll in this section will prohibit you from being approved for an internship.**

This section will have no credits or billing obligations, and does NOT mean that you are officially registered for internship credits. You will be officially registered for internship credits only once you have secured an internship and completed an internship application at [www.myinterfase.com/cup/student](http://www.myinterfase.com/cup/student) and obtained the required signatures.

If you have any questions concerning the new internship process, please contact Karen Primm at [primm@calu.edu](mailto:primm@calu.edu), at 724-938-1578, or by visiting the Internship Center in Eberly 230.