



California University of Pennsylvania

Graduate School POLICY: Internship Registration

A. Purpose and Scope

The purpose of this policy is to inform students that they must be registered to participate in a for-credit internship.

B. Definition(s)

Students cannot participate in a for-credit internship unless they are registered in the internship course.

C. Policy

During the registration period, prospective student interns must register for the appropriate internship intent section. Prior to starting any internship and before the end of the drop/add period; students must properly register for the appropriate internship section. No student will be granted credit after-the-fact for any experience for which they were not properly registered prior to the internship start date.

D. Procedure

Students must follow the Internship Center's step-by-step process to register for an internship:

1. Students meet with their faculty advisor. All potential interns must have their department's approval to proceed.
2. Student creates an on-line profile in Handshake and uploads their resume and cover letter. Resume resources are available through Career Services. Students must schedule a resume/cover letter review and a mock interview with Career Services.
3. Student completes required on-line trainings.
4. Student secures internship.
5. Student completes internship application and student agreement on-line through InternLink.
6. The student internship application and agreement will be put into the electronic approval work flow for electronic approvals. The fully approved application must be to the Dean two weeks prior to the first day of class during the fall or spring semesters. Students are then registered for internship credit. The specific due date for each semester will be announced by the Internship Center. Deadlines for summer internships are published in the summer catalog.
7. Details of the internship are finalized with student, faculty supervisor, and employer.
8. Student begins the internship
9. Faculty member maintains weekly contact (at a minimum) with students and three site contacts with employer.
10. Student completes the internship and is evaluated by employer and faculty member.
11. Faculty supervisor assigns letter grade or pass/fail (varies by department).

E. Effective date:

Updated date: January 30, 2018

Amended: February 6, 2018