



California University of Pennsylvania

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 for the internship course in the semester in which they are doing the internship.

C. Policy:

Prior to beginning any internship and before the end of the drop/add period, students must be registered 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 receive credit 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, the Internship Center's on-line database. Students have an option to upload their resume and cover letter in Handshake; these items must be reviewed through the Career and Professional Development Center before applying for any internship opportunity.
3. Student completes required on-line trainings.
4. Student secures internship.
5. Student completes internship application and student agreement on-line through Handshake.
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 internship supervisor 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.
11. Faculty supervisor assigns letter grade or pass/fail (varies by department).

D. Effective date: January 20, 2009

Updated date: August 15, 2010