

Internship Program

REGISTRATION STEPS

1st Step

SECURE INTERNSHIP SITE

You will need to have secured your internship site prior to registration. Typically this involves applying to open opportunities, interviewing, and being offered the role. Career Services can assist you with this process.

2nd Step

MEET WITH A FACULTY MEMBER

Meet with the faculty member you plan to have supervise your internship. Ensure that they approve of the experience and discuss learning goals, academic evaluation, and credit hours needed for the internship. This information is needed for your registration form.

3rd Step

COMPLETE REGISTRATION FORM

Login to Handshake using your university credentials. Click on "**Career Center**," then "**Experiences**," and finally "**Request an Experience**."

Things To Remember

- This must be submitted within a week (7 days) of starting your internship.
- You must know the name and email address for your faculty supervisor, department chair, and internship site supervisor.

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4th *Step*

AWAIT APPROVAL

After reviewing your submission, Career Services will start the approval process. Once all electronic approvals have been received, the Registrar will add credit-bearing experiences to your account and it will be viewable in Self-Service.

5th *Step*

PLAN FOR COMPLETION

After approval, you should be aware that you will be responsible for completing the academic evaluation assignments from your faculty supervisor. In addition, Career Services will require completion paperwork that will be emailed to you. You must submit these assignments to receive credit.



Career Services

Internship Program

FAQ'S

HOW MANY CREDIT HOURS CAN I GET FOR MY INTERNSHIP?

If approved, you are able to receive 1 credit hour for every 35 hours you work at your internship. Some majors may allow you to register for "0" credits.

IS THERE A MAXIMUM NUMBER OF CREDIT HOURS THAT I CAN RECEIVE?

Most single internship registrations fall between 1-4 credit hours. Students can receive no more than 10 cumulative credit hours for internships during their time at Wittenberg.

HELP! WHY WAS MY INTERNSHIP REGISTRATION DECLINED?

Most of the time, internships are declined for the following reasons:

1. Incorrect Information: Make sure that you have listed an appropriate number of credit hours and that you have filled in correct contacts for the approvals (ie. your site supervisor, faculty supervisor, and department chair).
2. Lack of Job Description Details: To get a sense for the work that you will be doing, you will need to provide at least a paragraph (5+ sentences) that outlines your work and key projects/responsibilities in detail.
3. Weak Learning Outcomes: These should be developed in consultation with your faculty supervisor. They need to be specific and show how you hope to apply what you have learned in the classroom to your internship position.

WHY HAS MY ADVISOR OR SUPERVISOR NOT RECEIVED AN APPROVAL REQUEST YET?

Approvals only begin after Career Services reviews the form that you have submitted. It will not begin as soon as you request your experience. In addition, approvals go one-at-a-time, starting with your internship site supervisor. Until person 1 approves, person 2 does not get a request. You can always check the status of your approvals in Handshake.

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FAQ'S

WILL THIS EXPERIENCE COUNT AS AN INTERNSHIP?

It depends. Internships must generally meet the following criteria:

1. They must be experiences that allow you to apply what you have learned in the classroom, develop skills/experience directly relevant to your field of study, and have defined projects or outcomes that you can accomplish.
2. They must be completed with valid companies or organizations. This means that they should be registered officially with the state Secretary of State to do business in whatever geographic location they are located.
3. They must receive the approval of your faculty supervisor AND the department chair.
4. Internships are NOT routine summer jobs (examples: working as a server at a local restaurant, mowing lawns, or working at a theme park ride).

WHAT IS REQUIRED TO COMPLETE MY INTERNSHIP?

Your faculty member will instruct you on what they would like you to complete academically for the internship experience. In addition to this, Career Services will request a copy of your approved work hours log and will send automated surveys to you and your site supervisor. All these documents will need to be submitted to Career Services by the semester completion deadline.

WHO CAN I REACH OUT TO WITH QUESTIONS ABOUT MY INTERNSHIP?

Questions can be directed to the following:

If you have questions related to finding an internship, the registration process, and/or completion paperwork, please email careers@wittenberg.edu.

If you have questions about developing learning goals, internship compatibility for your major, or academic assignments tied to your internship, please reach out to your faculty supervisor.