

# INTERNSHIP GUIDE

Apply what you've learned in the classroom to a work setting and "test out" a career through an internship. Internships can help strengthen a vocational path, establish relationships and networks, and build career-ready skills. At Aquinas College, you can receive up to 12 academic credits for your internship experience. This guide will cover all that you need to know about the process.

Visit [aqadvantage.aquinas.edu](http://aqadvantage.aquinas.edu) for current deadlines and dates or to schedule an appointment with our office!



## OVERVIEW · INTERNSHIPS FOR CREDIT

### ACADEMIC CREDITS

While any AQ student can complete in an internship for credit, **some majors and minors require an internship for graduation**. We recommend consulting with your academic advisor or referring to your academic plan.

- ❖ You may earn up to **12 total credits** for internships during your career at Aquinas.
- ❖ The amount of credits requested will determine the number of hours you will need to complete during your internship. **1 credit = 45 hours**  
*For example, an internship requested for 4 credits will require 180 completed hours*
- ❖ **Semester matters!** Internships completed during the **fall and spring** will incur additional tuition fees if the requested credits will put you over 18 credit hours that semester; **summer** internships are subject to summer tuition rates.

### INTERNSHIP SEMINAR

All students completing an internship for credit are required to participate in a **seminar**, which provides support, opportunities for reflection, a learning assessment, and ways to articulate your experience

- ❖ **Seminar meetings** will occur several times a semester and attendance is mandatory.
- ❖ During the semester, you will meet with your supervisor and the Internship Supervisor in a **Midpoint Learning Assessment** to discuss your learning goals, strengths and opportunities for growth.
- ❖ Students will complete assignments associated with each seminar meeting and will complete a final project to articulate their internship experience in a practical manner useful for future career development.

**Already have an internship lined up?**  
**Skip to page 3 for information on registering the experience for credit on Handshake.**

## THE PROCESS



SEARCH



APPLY



INTERVIEW



ACCEPT



REQUEST



ENGAGE

## THE PROCESS



### SEARCH

#### PLAN AHEAD

You should begin your internship search at least 2 semesters before you plan to complete your internship for credit. This will greatly improve your chances of finding an internship that aligns with your goals and interests!

#### NETWORK

Attend recruitment events and career fairs to network with recruiters interested in connecting with students - and don't be afraid to reach out to people you know (friends, family, faculty, coaches, etc.) to see if they are aware of any upcoming opportunities.

#### MAKE AN APPOINTMENT

Whether you know exactly what you want or aren't sure where to begin, schedule an appointment to ensure you have the knowledge and tools you will need to receive credit for your internship.

#### RESEARCH

Check places such Handshake, which can be filtered by location and pay - but don't just rely on job search sites! If you're interested in a particular field, research local organizations and browse their websites for potential internship postings.

#### STAY ORGANIZED

Each organization may have a different timeline and process for applying. Stay organized with a spreadsheet so that you can track information such when and where you applied, job descriptions and research notes.

#### PREPARE AND PROOFREAD

Take time to customize your resume and create cover letters for each job you apply for. Have a friend or a career coach proofread to ensure both are free of any grammatical errors.



### APPLY



### INTERVIEW

#### PRACTICE

Prepare for your interview ahead of time by drafting and rehearsing your answers to some common interview questions, either on your own or with a career coach in a mock interview appointment!

*If you need professional clothes in a pinch, come visit Nelson's Bowtie, located in The Advantage Center Office! Generous donations from the community makes clothes FREE for AQ students to take and keep, for any event.*



#### CONGRATULATIONS!

You've received the offer (or possibly several offers)! You will want to formally accept the position in writing. Be sure you have a clear understanding of the job description, expectations, schedule, etc. Let your supervisor know that you will be completing the internship for academic credit.



### ACCEPT

## THE PROCESS



### REQUEST

#### REQUEST EXPERIENCE IN HANDSHAKE

Log in to [Handshake](#)

Select [Career Center](#) > [Experiences](#) > [Submit an Experience](#)

Under [Experience Type](#), select one:

*Internship for Academic Major or Minor*

*Internship for Credit Request - Global students only*

*Internship for General Elective Credit (GEN 397)*

*Internship as part of a Study Away program*

**GLOBAL STUDENTS:** Global students on F-1 visas interested in participating in an internship opportunity must do so for-credit and it must be directly related to their major area of study. The US government refers to this as Curricular Practical Training or CPT. An updated I-20 with CPT authorization is required to participate in any internship, so please reach out to the Office of International Programs to comply with visa regulations.

Completely [fill out the form](#)

**Term:** select which term you will be completing the internship - this has to be the same term you will complete the accompanying seminar

**Reviewer contact information:** fill in the information for your internship supervisor, academic advisor, and academic chair. If you do not know your advisor's name, check MyAQ Self-Service; for academic chairs, refer to the department website on aquinas.edu

**DOUBLE CHECK EMAIL ADDRESSES!** If spelled incorrectly, the approver will not receive an email.

**Number of credits:** the typical number of credits requested is 4 or 8. Check with your advisor or your academic plan to determine the number of credits required

**Academic designation:** this will determine which department your internship will be under and it cannot be changed once the semester begins. Consult with your advisor or academic plan to ensure you request the appropriate academic designation

Click [Submit an experience](#)

#### APPROVAL PROCESS

After you submit the experience, the Advantage Center office will review it and begin the approval process. An email will be sent to each approver in sequential order and each approver has up to 4 days to either approve or decline the experience.

You can check the status of your internship approval through Handshake. Once logged in, click [Career Center](#) > [Experiences](#). Select your internship to view the details. This will show you who has and has yet to approve your internship. If you are waiting on an approval from a particular individual, you are encouraged to reach out to them.

#### COMPLETION CHECKLIST

- ☒ [Complete and track hours](#) in provided spreadsheet
- ☒ Attend mandatory [seminar meetings](#)
- ☒ Complete the [Midpoint Learning Assessment](#)
- ☒ [Complete all seminar assignments and final project](#)



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