



Internship Process



Completing an internship can help you: gain experience, increase your marketability, build your resume, gain professional feedback, learn how a professional workplace operates, figure out what you like and don't like, build confidence, and more.

When to begin the search...

For summer internships, you should begin looking the Fall semester prior to the summer you are interested in. For Spring and Fall, always look the semester prior.

- Examples: Spring OR Summer 2024 internship, start looking in Fall 2023
- Fall 2023 internship, start looking Summer 2023

All students should meet with Career Development to review your **resume**, **cover letter**, and assist with **interview skills**.

STEP 1: TALK to your Faculty Advisor

To complete an internship for **ACADEMIC CREDIT**, begin by talking to your advisor to determine if an internship is appropriate for you at this point in your education. Typically after 60 completed credits.

STEP 2: SEARCH Handshake and other outlets for internship opportunities

If you need assistance with your search, reach out to Career Development: CareerHelp@chc.edu.

BEFORE YOU APPLY, send the internship description to your Faculty Advisor to determine if the work would count as valid experience.

Where to look for an opportunity...

Sign in to **Handshake** www.joinhandshake.com by using your CHC email credentials.

Other places to look for an internship:

- Campus Philly, Parker Dewey, InternU, InternXL
- Talent & Education Network - Main Line Chamber of Commerce
- EACE Road Trips to the Real World
- Faculty, friends, and family recommendations
- The Career Development Social Media pages: Facebook, Instagram, Twitter, LinkedIn

STEP 3: APPLY to the Internship

After your Faculty Advisor approves of the internship site, then you can apply.



Keep an eye on the Career Newsletter for more opportunities!

STEP 4: REGISTER for the Internship “Course”

Once you have accepted the internship, email your Faculty Advisor to let them know. Your advisor assists you with signing up for the internship “course” based on your schedule. **You WILL NOT be able to register for the course on your own – the system will show that the course is FULL.**

Academic Credits

- 1 Credit: Must complete a minimum of 42 hours at the internship site over the semester.
- 2 Credits: Must complete a minimum of 84 hours at the internship site over the semester.
- 3 Credits: Must complete a minimum of 126 hours at the internship site over the semester.
- 4 Credits: Must complete a minimum of 168 hours at the internship site over the semester.

The following majors meet with the appropriate Faculty Advisor about specific paperwork and any other requirements moving forward.

- Accounting, Business, and Marketing (Professor Rita Borzillo)
- Criminal Justice, Human Services, Law/Legal Studies (Dr. Ryan Murphy)
- Media and Communication (Dr. Nora Madison)

All other majors will continue to STEP 5

STEP 5: MEET with Career Development

After you’re registered in the appropriate internship “course,” someone from Career Development will reach out to you to schedule an appointment. During this appointment, we will go over the paperwork required to receive academic credit.

Student Paperwork:

All other majors will complete the following - located on my.chc.edu under the Student Life tab. Scroll to the end of the page for the required forms:

1. **Learning Agreement with attached document** - Due in the first 2 weeks of your internship with signatures from your advisor, internship supervisor, and yourself.
2. **Timesheet** – Due at the end of the internship.
3. **Final Report** – Due at the end of the internship. (see Report Instructions and SAMPLE REPORT)

*Note: The Career Development Office will reach out to your Internship Supervisor to fill out an evaluation halfway through the semester and at the end of the semester.



Scan for more information about the Career Development Office

