

# APPLYING FOR INTERNSHIP CREDIT

## Secure an internship.



Career Link, LinkedIn, Indeed are all resources for internship offerings. Craft a letter asking organizations you're interested in if there is a possibility of interning with them. Reach out to faculty for help contacting their network. Get a resume review using VMock or the C2Hub to submit to potential internship sites.



## Start the credit application process.

Login to Career Link. Find internship credit in left hand navigation menu. Agree to terms. "Add a new internship". Fill out all the asterisked items to the best of your ability. Click submit and be sure your internship now says "pending".



## Employer fills out credit application.

When you have successfully submitted your application in Career Link, your internship supervisor will receive a link to fill out their part of the credit application.



## Faculty fills out credit application.

When your internship supervisor submits their portion of the credit application, your faculty will get a link to fill out their portion. They will be able to sign if you're complete, or, send the form back to you, with notes for edits if necessary.



## Registration hold lifts and you register.

Once the application for credit has been signed by your faculty, a department administrator will lift the hold on your account and you will be notified that you can register for credit.