Career Services Center
Kanbar Campus Center, Suite 313

Required Steps for Completing an Internship for Credit

To ensure you have met ALL of the requirements, please follow each step on the checklist below in chronological order.

	Date Completed
❑ Meet with your academic advisor to ensure that you are eligible to earn academic credit for your internship.	_____
❑ Obtain a Student Internship Application from Career Services. Return completed form to Career Services, Kanbar 313.	_____
❑ Schedule an appointment with a Career Services staff member to discuss the for-credit internship requirements, procedures, and the internship search process and resources.	_____
❑ Search for an internship. Once an internship has been secured, schedule a consultation with Career Services to review internship.	_____
❑ Once consultation with Career Services has been completed, the following steps should be taken/completed *within 2 weeks* of accepting your offer.	_____
❑ Obtain a Student Internship Learning Agreement (ILA), Student Internship Description and Development Plan, and Acknowledgement of Risk and Release from Career Services.	_____
❑ Review the student responsibilities and important reminders listed on the cover sheet of your Internship Learning Agreement. Also review the attached Internship Program Policies.	_____
❑ Review, complete, and sign the Student section (Section #1) of the ILA. Be sure to write in your major and the number of credits you are pursuing, as well as the term you are completing your internship	_____
❑ Meet with Internship Employer/Internship Supervisor to complete the Employer section (Section #2) of the ILA. This section should be signed by the Employer. At this time, Employers should also complete the Student Internship Description and Development Plan (see form in folder provided).	_____
❑ Obtain and attach the completed Student Internship Description and Development Plan (to be completed by Employer) to ILA.	_____
❑ Meet with assigned Faculty Internship Advisor to complete Faculty Internship Advisor section (Section #3) of the ILA (Faculty should sign) and review/discuss the course syllabus.	_____
❑ Meet with Career Services to complete and sign the Career Services section (Section #4) of the ILA. At this time, also submit the Student Internship Description and Development Plan and Acknowledgement of Risk and Release.	_____
❑ **Submit the original completed ILA to the Registrar's Office** (Archer Hall, 1st Floor) for approval/registration in the course. The Registrar's Office will take your ILA.	_____
❑ Complete the Learning Objectives form (e-mailed to you on the first day of class by Katie Johnson) with your Internship Employer/Supervisor and submit a signed copy to your faculty internship advisor typically within 2 weeks of starting your internship.	_____

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Questions? Contact Career Services at 215.951.2930 or careerservices@philau.edu