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, Acknowledgement of Risk and Release, and Learning Objectives form from Career Services.	_____
❑ Review the student responsibilities and important reminders listed on the cover sheet of your Internship Learning Agreement.	_____
❑ Review and sign the Student section (Section #1) of the ILA.	_____
❑ 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 packet).	_____
❑ 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 and receive a photocopy of your ILA. At this time, also submit the Student Internship Description and Development Plan and Acknowledgement of Risk and Release.	_____
❑ Submit the copy of your ILA to the Registrar's Office (Archer Hall, 1st Floor) for approval. The Registrar's Office will retain your copy and register you for course credit.	_____
❑ Complete the Learning Objectives form with your Internship Employer/Supervisor and submit a signed copy to your faculty internship advisor within 2 weeks of starting your internship.	_____

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