



## Internship Experience Checklist

To be eligible for the Internship Experience course you must be a sophomore or higher, have a 2.50 GPA, and received approval from your Department Chair. Once you have been approved for the Internship Experience course you will work under the guidance of an on-site supervisor, a faculty mentor, and the Center for Academic & Career Success to complete all of the course requirements and receive your credits.

Grading for this course is on a pass/fail basis. You will not be permitted to register for this course until your Department Chair has approved your learning agreement. Students cannot obtain more than six credits through the same internship experience and are limited to a maximum of 9 total overall credits for all internship experiences.

Credit will not be assigned to the student's transcript until all requirements listed below are completed and approved through the proper channels.

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- Schedule a meeting with a representative from the Center for Academic & Career Success to announce your interest in pursuing an Internship Experience for credit.
- Identify and secure employment that is related to your field of study and specifically indicates opportunity for learning and growth.
- Complete an official Learning Agreement form.
- Review your Learning Agreement form with your Faculty Mentor, Department Chair and a CACS Representative, and then submit completed agreement to the Center for Academic & Career Success.
- Once you receive word via email that you have been enrolled in the Internship Experience Course on Canvas, log into Canvas and review course materials and assignments.
- In Canvas, complete all required modules and assignments by the course completion date.
- Schedule and complete a final exit interview with your assigned Faculty Mentor.

*\*\*During the length of your internship experience you must check your PSC email regularly each week and respond appropriately to all messages related to this course.*

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I have reviewed this checklist with a member of the Center for Academic & Career Success and understand the requirements and expectations that I must fulfill to complete my Internship Experience and receive academic credit.

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Student Name Printed

Student Signature

Date

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CACS Rep. Name Printed

CACS Rep. Signature

Date