



Getting an internship

STUDENT CHECKLIST

Follow the steps outlined below to get academic credit for your internship. There may be **additional** requirements associated with your internship course.

- 1** Identify internship sites that match your skills, interests and goals by meeting with your **internship coordinator**.
- 2** Find an internship. Several resources can be found by visiting our **Find Internships** page. Talking to faculty and other students is a good idea as well.
- 3** Develop a cover letter and resume and prepare for interviews. For resources go to **UVU Career Development Center** website.
- 4** Meet with your academic advisor or refer back to your internship coordinator to discuss your ability to gain academic credit for your internship.
- 5** Complete the online **Internship Orientation Training**.
- 6** Complete the appropriate **Application for Academic Credit**.

*You are here
after completing the
online application*



- 7** Upon application approval, register for your internship course.
- 8** Arrange to communicate with your internship coordinator and faculty supervisor throughout the semester.
- 9** Meet with your internship site supervisor to discuss progress and goals, have them complete the **Site Supervisor Evaluation (Canvas Course)** near the end of your experience.
- 10** Take the **Internship Completion Assessment (Canvas Course)** and any other assignments required as a part of your internship course.

Internships