Internships for Credit

1. Verify Eligibility
   - Completed minimum 30 credits
   - Declared major
   - Matriculated part-time/full-time status

2. Explore & Apply
   - Start with Handshake's Search Tools
   - Tap into your networks and CCD for support
   - Secure an internship

3. Submit for Approval
   - Gather academic goals and job description
   - Confirm start/end dates, total hrs, # of credits
     - 40 hrs = 1 cr
     - 80 hrs = 2 cr
     - 120 hrs = 3 cr
   - Submit Request in Handshake Experiences
     *CCD facilitates faculty supervision*

4. Manage Timelines
   - Build in preparation time
   - Submit early
   - Final Handshake submission deadlines
     - FA 08/24/22
     - SP 01/11/23
     - SUM 05/18/23

914-323-5484
Careers@mville.edu

Manhattanville College
Center for Career Development
Internships for Credit
Approval Request

**WORKFLOW**

1. **Student** acquires internship

2. **Student** submits online approval request via Handshake *Experiences*

3. **Internship Coordinator** reviews request, collaborates with **Student** and **Faculty Supervisor**, and initiates electronic approval workflow.
   - **Required Approvals**
     - Worksite Supervisor ✓
     - Faculty Supervisor ✓
     - SAS Dean ✓
     - Internship Coordinator ✓

4. **Worksite Supervisor** reviews submission and Employer Affiliation Agreement, and agrees to terms (electronic approval required).
   *Student must communicate with Worksite Supervisor to facilitate this step.*

5. **Faculty Supervisor** reviews electronic submission, vets learning objectives and academic criteria, and approves or declines internship.
   *When a Faculty Supervisor declines, they communicate their concerns directly to the student.*

6. **SAS Dean** reviews and provides approval of the Internship for Credit Request

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**Important**

*All Students: Please do not register for the internship in student planning until notified by CCD.*

*International Students: OISS approval is required as the first and last step in the process.*

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*Please direct eligibility questions to your division chair or advisor.*

Required Information in Handshake *Experiences*

1. Name of organization
2. Complete street address of organization
3. Name, title, and contact information for your Worksite Supervisor
4. Internship start and end dates
5. Weekly internship schedule
   - Calculate your total anticipated hours from the first day of classes and make sure it meets the minimum requirement.
   - 40 hrs = 1 cr  80 hrs = 2 cr  120 hrs = 3 cr
6. Your Faculty Supervisor (professor who assigns and grades coursework)
   Let your division chair know you are seeking an internship for credit.
   
   *CCD facilitates faculty supervision*
7. Detailed job description
8. 2–3 academic learning objectives
9. 2–3 workplace skills you expect to learn

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