



Manhattanville COLLEGE®



Everything you need to know about internships

INTERNSHIPS 101



IDENTIFY INTERNSHIPS & UPDATE YOUR RESUME



Do your research and use your resources.

Search Handshake, Diversity Career Resources, Use your network or Schedule an appointment with the CCD to find internships.

EXPERIENCE REQUEST OPEN IN HANDSHAKE:

- **Summer:** Second week of April
- **Fall:** First week of July
- **Winter/Spring:** First week of November

APPLY & INTERVIEW



Schedule a Mock Interview Appointment with a Career Counselor.

Develop your elevator pitch.

ACCEPT OFFER



Communicate with the employer on internship start date/end date.

Submit an experience request in Handshake before the semester deadlines.

REGISTER YOUR INTERNSHIP



DEADLINES:

- **Fall 2021** - Wed, 09/08/21
- **Spring 2022** - Wed, 01/26/22
- **Summer I 2022** - Thu, 06/02/22
- **Summer I & II Combined** - Fri, 06/10/22



REGISTER YOUR INTERNSHIP



ACADEMIC CREDIT

Internships registered for Academic credit allow students to register for an internship course and receive academic credit.

Student eligibility requirements:

- Completed a minimum of 30 credits
- Declared major
- Matriculated part-time or full-time status

Minimum internship hours per credit

- 1 credit= 40 hours
- 2 credits= 80 hours
- 3 credits=120 hours

Note: Students must pay per credit in the Summer and Winter sessions.

NON-CREDIT/TRANSCRIPT NOTATION

A Non-credit Internship allows students to have an internship documented on their official academic transcript without registering for academic credit or incurring tuition charges.

Minimum internship hours: 80 hours

Note: This program does not result in academic credit and will not fulfill any degree or major requirements.

STEPS TO REGISTER YOUR INTERNSHIP

- **Step 1:** Secure the internship.
- **Step 2:** Submit internship experience request on Handshake.
- **Step 3:** Receive all approvals.
- **Step 4:** Register for the Internship Course in Student Planning!!!



BEGIN YOUR INTERNSHIP!



Visit <https://www.mville.edu/academics/academic-services/center-career-development/internships> for more info.