**INTERNSHIPS 101**

**REGISTER YOUR INTERNSHIP**

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

**Register for the Internship Course in Student Planning!!!**

**ACADEMIC CREDIT**

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

**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.

**REGISTER YOUR INTERNSHIP**

**APPLY & INTERVIEW**

Schedule a Mock Interview Appointment with a Career Counselor.

**REGISTER YOUR INTERNSHIP**

**ACCEPT OFFER**

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

Submit an experience request in Handshake before the semester deadlines.

**BEGIN YOUR INTERNSHIP!**

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

**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!!!