

A Brief Guide to Internships




HAMLINE
UNIVERSITY

CAREER DEVELOPMENT CENTER

*Get PREPARED for
career success*



WHAT IS AN INTERNSHIP?

An internship is a form of experiential education that integrates knowledge learned in the classroom with practical application and skill development in a professional setting.

An integral component of the experience that distinguishes it from other types of work is the structured and deliberate reflection contained within the internship learning outcomes and learning plan.



INTERNSHIP REQUIREMENTS

120 HOURS MINIMUM

Interns must complete a minimum of 120 hours of work at their internship site. Interns may work up to 40 hours before the term starts if the Assistant Program Director of Internships is notified, and the remaining 80 hours are completed during the term registered.

FACULTY SUPERVISOR

Interns must have a faculty supervisor, ideally a professor who is knowledgeable about the field of the internship.

SITE SUPERVISOR

Interns must have an internship site supervisor, who supervises them on a daily or weekly basis and also completes the midterm and final evaluations.

CORRECT REGISTRATION

Internships must be registered by the add/drop deadline for their chosen term and interns must file the appropriate forms with the CDC by posted deadlines.

IMPORTANT

Check with academic departments for any additional major or minor requirements.



REGISTERING AN INTERNSHIP FOR CREDIT

1 Find an Internship

Meet with the **Assistant Program Director of Internships** in the CDC to begin your search. Learn about helpful resources and discuss strategies. For best results, start the internship search and application process at least 2-3 months before the internship will start.

2 Register the Internship

In order to register for an **Individual Internship**, students must meet with the Assistant Program Director of Internships to register an internship through Workday. When completing an internship through a **Practicum** or **Internship Seminar**, register for the necessary course during the open registration period.

If you are enrolled in any of the following internship Practicum or Seminar courses, you do NOT need to meet with the Assistant Program Director of Internships to register: CJFS 5660, LGST 5900, MGMT 3960, PSCI 5100, SJSC 3900, BIOL 5963.

3 Find a Faculty Supervisor

Students completing an **Individual Internship** must find their own faculty supervisor. This faculty member may need to be part of a particular department—check major/minor requirements to be sure.

Students doing internships through a **Practicum** or **Internship Seminar** will be supervised by the professor teaching the course.

4 Complete the Online Internship Forms (Leap Learning Agreement, Midterm and Final Evaluations)

The LEAP Learning Agreement (LLA) is a contract between the intern, the site supervisor and the faculty supervisor. It outlines the internship learning plans and expectations, as well as the expectations of the internship site. Interns must:

- **Visit the [Internship Forms page](#):** Click “The Online LEAP Learning Agreement” to create a new LEAP Learning Agreement.
- **Complete all parts of the form**, including the Internship Work Plan and the LEAP Learning Outcomes and Internship Learning Plan. The LLA may be saved and returned to as often as needed. Drafts can be accessed through “My Agreements” in the LLA portal.
- **Share a copy** of the form with faculty and site supervisors to discuss any necessary adjustments. Bring a laptop to a meeting, save as a PDF, or copy text into Word.
- **Click “submit for final approval”** once necessary edits are made. Both faculty and site supervisors will receive an email with a link to review and approve the LLA, or to send it back with requests for revision.
- **Once both faculty and site supervisors have approved the form**, it will be sent to the CDC for final approval. This must be done by the LLA Due Date.

WWW.HAMLIN.EDU/INTERNSHIPS

Internship forms, relevant resources, and submission instructions are available online!



*You can be
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Get **PREPARED** for internship success



RESOURCES FOR INTERNS

THE CAREER DEVELOPMENT CENTER (CDC)

Supports student by assisting them with the internship search and registration process. The Assistant Program Director of Internships serves as an information and problem-solving resource for interns and supervisors, from before an internship starts to the very last day.

Career Counselors are also available to help students with the internship search and application process, including writing résumés and cover letters, and preparing for and practicing interviews. Our counselors meet with students before and after internships to make the most of every experience.

HAMLIN UNIVERSITY INTERNSHIP GUIDE

This guide provides detailed information about internship policies and procedures and is available in the “Internships” section of the CDC website www.hamline.edu/internships

VIEW CURRENT INTERNSHIP POSTINGS

You can find our internship and job posting board as well as many other resources designed to help you successfully navigate your search at www.hamline.edu/cdc.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

International Students must register their internships with United States Citizenship and Immigration Services (USCIS). **This must be done BEFORE beginning working at an internship site.**

International students must:

- 1** **Meet with the Assistant Program Director of Internships** to find an internship and discuss your internship plans.
- 2** **Register your internship** according to the instructions in this guide.
- 3** After the CDC has approved your LLA, **bring a copy of your I-20 to the Global Engagement Center.** They will update the USCIS online system (SEVIS) with Curricular Practical Training (CPT) information. This typically takes 2-3 business days.
- 4** Once CPT is approved by USCIS*, your I-20 will be updated to show you have been approved for CPT. **Make a photocopy of the I-20 and give it to your site supervisor.**

**CPT Authorization is not retroactive. Please consult with the Assistant Program Director or the Global Engagement Center with any questions about this process.*

