# Internship Process for Students – Local and Summer Internships

## Details

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<th>STEP</th>
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| STEP 1: | Get the internship!  
Check out internship opportunities on the Office of Career Services and Internships website ([www.coastal.edu/internships](http://www.coastal.edu/internships)), JobLINK.  
If you’d like to intern with a company/firm/agency/office that is not currently listed, no worries! Just contact that organization and ask them if they are willing to establish an internship for you. Your favorite professor or advisor can help with this process as well. | - Student Learning Goals form  
- Internship Learning contract  
- Code of Student Conduct for Interns  
- Optional: Employer MOU |
| STEP 2: | See your advisor and/or the professor whom you’d like to sponsor and supervise your internship.  
They will help you fill out the appropriate forms, which are attached to this packet.  
Remember this about internships:  
- You must work 120 hours for the whole semester to earn 3 credits.  
- Our internship courses, POLI 495 and 498 are not repeatable for credit.  
- You can count up to 6 hours of internship credit toward your major or minor requirements. | |
| STEP 3: | After you and your advisor/faculty sponsor have completed the necessary paperwork, bring all of it to Dr. Tankersley (BRTH 340). She will put the internship course into the system and register you for it. | |
| STEP 4: | Do the work! Maintain contact with your faculty sponsor. Don’t be afraid to ask your sponsor questions or talk with them if you think the internship isn’t going well.  
Your faculty sponsor may also ask you to complete additional work in the form of a journal, reflective paper, etc. The faculty member will make these expectations clear to you when you fill out the initial paperwork. | |
| STEP 5: | At the end of the semester, have your employer fill out an evaluation. You will also complete an evaluation of your experience, and you should turn in your internship hours work log.  
Review all three of those forms with your faculty sponsor. | - Employer Evaluation  
- Student Evaluation  
- Internship Hours Log |