

DOMESTIC STUDENTS

Internships & Cooperative Education experiences allow eligible students to earn academic credit for work experience **related to their degree and/or major**. In order to ensure your registration process is as efficient as possible, please have all documents, including this checklist, completed and signed prior to scheduling an appointment with a Career Advisor. You will NOT be able to register an internship for academic credit without these required documents.

****If your program has a Practicum, Clinical, or Directed Studies embedded into it, please see your Program Chair FIRST****

ADVISORS & PROGRAM CHAIR APPROVALS

STEP 1: Verify whether or not you have *elective* credit(s) to apply toward an internship - (Academic/Graduate Advisor **MUST** sign)

Academic/Graduate Advisor Signature:

Credit(s) Available: (Advisor Circle One)	0	1	1 - 2	1 - 3

Comments/Notes:

STEP 2: Get approval for this internship from your Program Chair - (Program Chair **MUST** sign)

Program Chair's Signature:

Professor to Grade Paper:

Comments/Notes:

CDC APPROVALS

STEP 3: STUDENT & EMPLOYER review, sign, and date **Internship & Co-Op Agreement**

Advisor Signature:

STEP 4: EMPLOYER review, sign, and date **Employer Waiver & Release**

Advisor Signature:

STEP 5: STUDENT review, sign, and date **Student Waiver & Release**

Advisor Signature:

STEP 6: Obtain a detailed **Job Description** from employer

Advisor Signature:

STEP 7: Schedule an appointment with Career Advisor to register internship

Advisor Signature:

CDC APPOINTMENT

DATE:

TIME:

Internship Registration Deadlines are communicated via *Pipeline Emails* and are updated on our web page: www.hpu.edu/cdc
It is students' responsibility to know the deadline to register, therefore, retroactive credits for unregistered internship hours will NOT be considered.

If you are unable to keep your appointment or if you are going to be more than 10 minutes late, please notify us at cdc@hpu.edu or call 544-0230 so we can reschedule. Students are NOT allowed to simply "drop off" forms.



INTERNSHIP & COOPERATIVE EDUCATION INFORMATION SHEET

General Eligibility Requirements

- Must be a degree-seeking student with an established GPA. **Undergraduate: 2.7** **Graduate: 3.0**
- Must have elective credit(s) within your degree program to apply your toward an internship/co-op.
- Experience gained through the internship/co-op must represent a learning opportunity relevant to your current course work.

INTERNATIONAL STUDENTS | Additional Eligibility Requirements

- Complete a Curricular Practical Training (CPT) Application Form from the Office of International Students & Scholars (UB 200).
- Must meet F-1 Visa Status for 9 months (2 semesters) prior to registering an internship for academic credit.
- Must be enrolled in a NON-ESL degree program.
- Must obtain CPT Authorization for ANY work done off campus – OISS will issue you a work permit.

Internship Standards

- Provides advanced, training-oriented professional experience
- Must be pre-professional, pre-managerial, supervisory, or technical

Co-op Standards

- Provides exposure to entry-level field or professional work
- Must be PAID

CREDITS / HOURS WORKED

PAID & UNPAID INTERNHSIPS

- 1 Credit = 75 Hours
- 2 Credits = 150 Hours
- 3 Credits = 225 Hours

NOTE: Undergraduates may apply up to 12 internship credits toward their degree plan.

Hospitality & Tourism Management (HTM) Majors

All HTM majors must complete 600 internship hours in order to graduate. Whether **PAID** or **UNPAID**, credits convert as follows:

1 Credit = 200 Hours

2 Credits = 400 Hours

3 Credits = 600 Hours

Additional Student Responsibilities

- Complete the amount of hours registered to work.
- Track time logs and obtain supervisor's signature to submit to CDC upon completion of hours worked.
- Submit term reflection paper to Professor grading the paper.
- Complete Student Evaluation Form.

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Career Development Center: cdc@hpu.edu or 544-0230
Hours: Monday – Friday | 8:00am – 5:00pm

ADDITIONAL STUDENT RESOURCES

- Career Advising
- Personality & Career Interest Assessment
- Resume & Cover Letter Review
- Employer Info & Recruitment Sessions
- Mock Interviews
- HPU Connect