



Understanding the Internship Process

CAREER DEVELOPMENT CENTER

The New Normal

Internships are experiential learning opportunities that allow students the opportunity to learn applicable hands-on skills specific to their academic major

"I HAVE DEVELOPED MY PROFESSIONAL SKILLS, KNOWLEDGE, COMMUNICATIONS SKILLS, AND MOST IMPORTANTLY MY CONFIDENCE."

Internships

What Internships Are

- ▶ Learning opportunities designed to combine practical and academic experiences
- ▶ Offers students the chance to leverage experience into academic credit

What Internships Are Not

- ▶ Not designed to replace specific mandatory requirements
- ▶ Quick way to earn money

Internship Process

- ▶ Phase 1 – Planning (6-12 months)
- ▶ Phase 2 – Registration (1-3 months)
- ▶ Phase 3 – Completion (3-4 months duration)
- ▶ Phase 4 – Debrief and Next Steps (1-2 months post completion)

Phase 1 - Planning 6-12 months

Self-Reflect

- Why am I doing an internship? What do I hope achieve? Is it a requirement for my major?
- If money is a need consider a part time job instead.
- If community involvement is what you are after, what about volunteering?

Research

- Look at your academic requirements – speak with your academic advisor
- Talk with your program chair
- Discuss your intentions with the Career Development Center

Apply and interview

- Search, apply and interview for opportunities. Handshake, LinkedIn, Indeed, Word of Mouth, etc. **We are not a placement agency.**
- Internship requirements: 40hrs/1cr, 80hrs/2cr, 120hrs/3cr
- HTM majors: 200hrs/1 cr max 3 credits. **Internships are mandatory for HTM majors.**

Phase II Registration 1-3 months

Internship Forms

- Internship co-op agreement form – Must include a detailed job description. **To be completed by both internship site and student.**
- Employer waiver. **To be filled out by the internship site.**
- Student waiver. **To be filled out by the student.**
- Internship checklist. **To be completed by student, program chair and academic advisor.**
- <https://www.hpu.edu/career-development-center/students/internships.html>

Schedule an Appointment

- Contact via email cdc@hpu.edu or phone 544-0230 to review internship forms.
- Internship forms cannot be simply dropped off. Staff must be able to review documents for accuracy.
- Documents will be returned if incomplete or incorrect.

Important Information

- Be mindful of the academic calendar, specifically add/drop deadlines for each term. Internships cannot be added past those dates.
- Internships are considered coursework and subject to applicable tuition costs: <https://www.hpu.edu/business-office/fee-schedule.html>

Phase III – Internship Completion

3-4 months

How to successfully pass

- Keep track of your hours
- Complete the internship paper or assigned project by college faculty
- Respond to any calls or email inquiries from Career Development staff on any status reports

Talk it Out

- If you experience any problems with your internship, bring up concerns with your supervisor
- If problems persist contact the Career Development Center staff to intervene

Additional Information

- Internships are graded on a Pass or Fail basis
- Incomplete hours, poor performance or incomplete work will result in a F.
- Internships that are dropped past the drop deadline may result in incurred costs.

Phase IV – Debrief & Next Steps

1-2 months

Employer Evaluations

- Career Development Team sends evaluations to employers
- Provides helpful feedback to the student and institution

Next Steps

- Add experience and new skills to resume
- Think about current career trajectory
- Another internship?

Intern Profiles

- The Career Development team may select and interview high performing interns for marketing purposes

Tips For Success

- ▶ Plan, Plan and Plan
- ▶ Do not fixate on paid opportunities only.
- ▶ The job market is extremely fluid. Some academic programs will have more opportunities than others.
- ▶ Get as many perspectives as possible: Program Chair, Advising Team, Career Development Center, Peers, Family members, etc.
- ▶ Read the FAQ attachment for more detailed information

Thank You

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