GUIDELINES TO LOCATING & FILING AN INTERNSHIP AT THIEL COLLEGE

STEP 1: COMPLETE OR UPDATE YOUR RESUME
If you need resume assistance please schedule an appointment with a career counselor. Email Martin Black (mblack@thiel.edu) to set it up and use the word INTERNSHIP in the subject line.

STEP 2: WORK WITH THE CAREER CENTER TO DETERMINE A WORK SITE.
Thiel hosts a database of local opportunities at our Internship Landing Page but it is not exhaustive. So please complete an Internship Application and make an appointment with one of the above career counselors to solicit assistance finding a suitable internship.

STEP 3: WILL THIS BE A FOR-CREDIT INTERNSHIP OR A NON-CREDIT INTERNSHIP?

If you wish to earn credit, please complete the following five-part checklist:
☐ 1) inform your advisor.
☐ 2) find a “faculty sponsor”. Taking an internship for credit is the same as taking a class; you need a professor to evaluate your experiential learning and assign a grade on your transcript. Choose a faculty sponsor from the major department where you are registering for credit.
☐ 3) determine how many credits you wish to earn (you may earn as few as 1 or as many as 12. Each credit hour is earned by means of 50 hours of interning. A typical internship is for 3 credit hours, i.e. 150 hours of interning across a 15-week semester for an average of 10 hours per week. Please note: the maximum number of internship credit hours allowable on your transcript is 12).
☐ 4) fill out a For-Credit Internship Contract. The contract ensures that all parties to the internship (you, your advisor, your faculty sponsor, your employer and the Career Center) are informed of the internship terms. The contract also ensures that you are covered by college liability insurance. Once complete, please submit to the Career Center.
☐ 5) fill out an Internship Registration Form. The registration form ensures that you receive course credit on your transcript for the internship. Once complete, please submit to the Career Center.

If you do NOT wish to earn credit, please complete the following two-part checklist:
☐ inform your advisor.
☐ fill out a Non-Credit Internship Contract. The contract ensures that all parties to the internship (you, your employer and the Career Center) are informed of the internship terms. The contract also ensures that you are covered by college liability insurance.

STEP 4: FILE ALL ABOVE-MENTIONED PAPERWORK WITH THE CAREER CENTER
Paperwork must be filed with the Career Center BEFORE you begin working on your internship.