



# Thinking about an Internship?

- Step #1** **Let your advisor know.** You need to determine if you need to do an internship for major credit, or if it will go toward elective credit. Know how those credits fit into your total credits for graduation. (Yes, you can also take a non-credit internship but it will not appear on transcripts).
- Step #2** **Find a faculty sponsor.** Taking an internship for credit is the same as taking a class; you need someone to evaluate your experiential learning and assign a grade on your transcript. Choose a sponsor from the major department where you are registering for credit.
- Step #3** **Find a host work site.** Thiel hosts a database of local opportunities at [www.thiel.edu/outreach/internships.cfm](http://www.thiel.edu/outreach/internships.cfm) ; you can search by keyword or major. Know why you are interning (experience, to rule out certain careers, to make contacts, to earn a permanent position) because this will influence the type of internship you should experience.
- Step #4** **File the necessary papers.** The CLA requires that you file appropriate papers with the office of experiential education (Roth Hall – 1<sup>st</sup> Floor). This includes your resume, an internship application, course registration form (for-credit internships only) and an internship contract.
- Step #5** **Complete your internship.** You can earn up to 12 credits in experiential education at Thiel. You must have a minimum 2.0 GPA to take an internship – there are also other requirements. Your sponsor will assign other activities during your internship such as keeping a reflective journal, doing supplemental reading or writing and writing a final comprehensive internship review paper.

**Students are responsible for completing all 5 steps.** The office of experiential education can offer some guidance along the way. Visit with Mr. Rindy for assistance or clarification of these steps.

**Experiential Education is a service of the Center for Learning and Advising**