

## What is the process for completing an Internship for Credit?

1. Secure an internship using any of the following methods: Meet with Career Services, bi-weekly Internship Flash email, University of Pittsburgh online job posting systems: Handshake (located in your my.pitt.edu portal) or College Central (<https://www.collegecentral.com/pitt-greensburg/>), other online job posting sites (ex. Indeed, LinkedIn, etc.) Networking: faculty, family, friends, flyers on campus, current place of employment.
2. Check with your Advisor to figure out where/how it fits into your course plan
3. Secure a faculty sponsor (faculty member in your department to approve the internship for credit)
4. Complete the Internship Agreement Form.
  - a. Student Information
  - b. Internship Information
  - c. Registration Information
    - i. Number of credits
      1. 1 = 40 hours
      2. 2 = 80 hours
      3. 3 = 120 hours
    - ii. Grading Option
      1. Letter grade or Pass/Fail (S/N), at faculty's discretion depending on department
  - d. Responsibilities & Outcomes
    - i. Evaluation Methodology
      1. Discuss this with your site supervisor and faculty sponsor
      2. Most majors are requiring some type of reflective paper at the conclusion of the experience
      3. Must track hours and duties weekly and have them signed off by supervisor and you at completion of internship and turn in a copy with you written paper to your faculty supervisor
    - e. Required Signatures (get signatures in the order on the form and below)
      - i. You sign and date
      - ii. Site Supervisor sign and date
      - iii. Faculty Sponsor sign and date
        1. Must be a faculty member in your major that is able and in agreement to supervise your experience
      - iv. Career Services sign and date (they will keep the original form their records and provide you with copies for everyone)
  5. Get Class Permission Override Form from outside of Registrar, Career Services or online
    - a. Get Subject, Catalog #, and Class # from your faculty sponsor or Advising
      - i. Subject
        1. (Your major), number of credits (Speak to your faculty sponsor, 40 hours=1 credit, most internships are completed for 3 credits=120 hours at your internship site during the course of the semester, which breaks down to 8-10 hours per week)
      - ii. Catalog #
        1. Check with faculty sponsor or advising
      - iii. Class #
        1. Unique to each semester
    - b. You sign and date
    - c. Instructor sign and date
    - d. Take both forms to Registrar to have the internship added to your schedule for academic credit

For questions, contact Internship Coordinator:  
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