

What is the process for completing an Internship for Credit?



Step by step instructions:

1. Secure an internship using any of the following methods: Meet with Career Services, bi-weekly Internship Flash email, career/internship fair, University of Pittsburgh online job posting system: Handshake (located in my.pitt.edu) or other online job posting sites (ex. Indeed, LinkedIn, etc.) Networking: faculty, family, friends, flyers on campus, current place of employment (cannot be your job). ****Internships cannot be backdated; You may only receive credit during the semester in which you are completing the internship due to supervision and liability.**
2. Check with your Advisor to figure out where/how it fits into your course plan (requirement, elective, term).
3. Secure a faculty sponsor (faculty member in your department to approve the internship for credit—internship must be related to your major/career goals). Must review the internship with the faculty and/or provide a description of duties, what you will be learning, etc.
4. Review & Complete the Internship Agreement Form that includes a Code of Conduct. It is completed by the student but can be done in collaboration with your faculty sponsor and internship site (can be completed electronically & signed electronically with valid signature – not just typed in – Adobe, DocuSign)
 - a. Student Information
 - b. Internship Information
 - c. Registration Information
 - i. Number of credits
 1. 1 = 40 hours
 2. 2 = 80 hours
 - ii. 3 = 120 hours/ (IT, MIS majors=150 hours). These are the minimum # of hours, can go over.
 - iii. Grading Option
 1. Letter grade or Pass/Fail (S/N), at faculty's discretion depending on major—most are S/N
 - d. Responsibilities & Outcomes
 - i. Evaluation Methodology
 1. Discuss this with your site supervisor and faculty sponsor
 2. Most majors require some type of journaling, reflective paper, PowerPoint/presentation at the conclusion of the experience and/or evaluation by site
 3. Must track the hours and duties weekly and signed by supervisor and you at completion of internship and turn in a copy with assignments 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, unless done electronically)
5. [Class Permission Override Form](#) from faculty via hard copy or they can complete electronically & goes directly to Registrar's Office. They will not enroll you until they have also received the completed and signed Internship Agreement.
 - a. ****If hard copy override: get Subject, Catalog #, and Class # from your faculty sponsor or Advising**
 - i. Subject—(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, or 10-15 if 150 hours).
 - ii. Catalog #: Check with faculty sponsor or advising, Class #: Unique to each semester
 - b. Your signature and date, Instructor signature
 - c. Provide all completed forms in person or via email to Kristen Stratton, to send to the Registrar's office who will add to your schedule for credit—no later than the add/drop date.

For questions, contact Internship Coordinator: Kristen M. Stratton: kms298@pitt.edu, 724.836.7575

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