Follow the steps outlined below to get college credit for your internship.
If you are pursuing a non-credit internship, you may also use this checklist as a guide.

1. Locate an internship using **Wolverine Career Link** or by making an appointment with Internship Services/Career Development Center 801-863-6364.
2. Identify internship sites that match your skills, interests and goals.
3. Develop a resume and cover letter and prepare for interviews.
   For resources go to the **CDC website**.
4. Meet with your **Internship Coordinator** to discuss your ability to gain academic credit for your internship and to register for credit. Complete an **Application for Academic Credit**.
5. Ensure your internship site has completed a **Master Internship Agreement**.
6. If the application is approved by your Internship Coordinator, register for your internship course.
7. Refer to your online Internship Course to complete the Internship Orientation and to complete all required assignments.
8. Arrange to meet and/or communicate with your Faculty Supervisor throughout the semester.
9. Meet with your Internship Site Supervisor regularly to assess progress and goals.
10. Complete the Internship Completion Survey through your online Internship course.

**Internship Coordinator:** Oversees the internship program for your particular college/school (e.g. School of Business, Humanities and Social Sciences) including consultation and internship course registration.

**Faculty Supervisor:** A faculty member who teaches your internship course and mentors you through the internship process.

**Internship Site Supervisor:** The supervisor at your internship site who will provide you with training and mentorship.