Getting an internship

STUDENT CHECKLIST

Follow the steps outlined below to get academic credit for your internship. There may be additional requirements required by your academic department.

1. Identify internship sites that match your skills, interests and goals by meeting with your internship coordinator. To make an appointment call 801-863-6364, or email us at internships@uvu.edu.

2. Find an internship. Some options include searching our UVU Handshake system, getting ideas from your internship coordinator, meeting with department faculty, or even talking with other students who have already performed internships.

3. Develop a cover letter and resume and prepare for interviews. For resources go to UVU Career Development Center website.

4. Meet with your academic advisor or refer back to your internship coordinator to discuss your ability to gain academic credit for your internship.

5. Complete the online Internship Orientation.

6. Complete the appropriate Application for Academic Credit.

7. Verify that UVU has a current Master Internship Agreement on record with your Internship Provider.

8. Upon application approval, register for your internship course.

9. Arrange to communicate with your internship coordinator and faculty supervisor throughout the semester.

10. Meet with your internship site supervisor to discuss progress and goals, have them complete the Site Supervisor Evaluation near the end of your experience.

11. Complete the Internship Completion Assessment and any other assignments required as a part of your internship course.