



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.

Internships