INTEGRATIVE STUDIES INTERNSHIP CREDIT

**STEP 1: Find an internship:**

* Contact organizations you are interested in interning with
  + Have an idea of a project or the type of work you would like to contribute to
  + When approaching a company or organization, be sure you are able to articulate what you would like to get out of the internship as well as what you can contribute
  + Some places to check out:
    - [www.careeronestop.org](http://www.careeronestop.org) – use the employer locator to identify organizations in your area of interest
    - [www.linkedin.com-](http://www.linkedin.com-) connect with alumni and other professionals in your field of interest
    - [www.gvsu.edu/careers](http://www.gvsu.edu/careers) - Click on Events.
    - Attend events!
* Search internship postings
  + Handshake- [www.gvsu.edu/](http://www.gvsu.edu/)handshake, is GVSU’s online internship and job posting board.
  + Experience Matters!- [www.gvsu.edu/experiencematters](http://www.gvsu.edu/experiencematters), is a site where students write about their internship experience. While this is not an internship posting site, it does provide ideas of places and projects you may be interested in pursuing
  + Idealist.org- [www.idealist.org](http://www.idealist.org) provides many non-profit and grassroots type opportunities
* Meet with a Career Advisor
  + Lisa Knapp or Rachel Becklin in the Career Center are happy to help you identify or prepare to apply for an internship opportunity. You can schedule a one-on-one appointment by calling 616-331-3311.
* Talk to your peers and faculty
  + Your classmates who already completed an internship can often make great recommendations and referrals for internships
  + Many faculty members are connected within the community and may have ideas of potential internship sites

**STEP 2: Complete the** [online Internship Agreement Form](http://gvsu.edu/careers/index.cfm?action=internship.login)(<http://gvsu.edu/careers/index.cfm?action=internship.login>)

* You will need to know your interning site supervisor’s contact information (email address, phone, and address)
* You may request 1-6 credits for your internship. 1 credit hour is equivalent to 50 hours of work at your internship site. ***Please note, that 2 credits of internship are required for the Liberal Studies degree.*** You do not need to take more than 2 credits (even if you are working more than 100 hours at your internship site).
* In the “Description of Internship” field, be sure to identify your key learning objectives for the internship. You may follow this format:

1. **Learning Objective:**

*Duties, responsibilities, and activities for meeting objective*

1. **Learning Objective:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Duties, responsibilities, and activities for meeting objective*
2. **Learning Objective:** \_\_\_\_\_\_

*Duties, responsibilities, and activities for meeting objective*

**STEP 3: Register for LIB 490**

* Once you have submitted your Online Internship Agreement Form, it will be reviewed by your internship site supervisor and your faculty internship coordinator.
* After your faculty internship coordinator has approved your internship (based on the information provided in the Internship Agreement Form) you will receive an email indicating you are able to register for your internship “class”- LIB 490. Your section number will correlate with the number of credit hours you indicted on the Agreement Form.

**STEP 4: Complete the internship**

* There is no “class” to attend- you will be learning on the job

**STEP 5: Submit your LIB 490 Assignments**

* EVALUATIONS:
  + About 3 weeks prior to the end of the semester, you and your internship site supervisor will receive an email with a link to your online evaluation. Both you and your site supervisor must complete the evaluation.