

Internship for Academic Credit – Student Checklist

Be Proactive About Finding Internships

Internships are not assigned. Students are expected to actively search and apply for opportunities. Helpful resources include:

- Handshake internship postings
- The Career Center's internship search strategies online & via the student's career coach
- Faculty & department recommendations
- Networking with alumni & professionals

You can explore internship search tips and locations here:

career.loyno.edu/internships/where-can-i-find-internship

Before Your Internship Begins (Required)

- ☐ **Secure an internship offer** related to your academic or career interests.
 - ☐ **Report your internship in Handshake *before your start date!*** Submit your internship details using the step-by-step guide or video tutorial. This information is typically in the companion internship course or can be found on the [Career Center website](#).
 - ☐ **STEPS FOR REPORTING AN INTERNSHIP EXPERIENCE:**
 - Report your internship details into Handshake - [step by step guide linked here](#) or [video tutorial linked here](#) (*as a reminder, this needs to be done prior to the start of your internship experience*)
 - Attach a job description letter from your supervisor to the Handshake upload - [example can be found here](#)
 - Towards the end of your internship experience, your supervisor will be asked to complete a performance evaluation that reviews your demonstration of [career competencies](#). This evaluation will be automatically administered via email from Handshake.
 - ☐ **Confirm any academic requirements with your faculty advisor or department**
Some programs require additional forms, registration for an internship course, or approval from a faculty supervisor. Make sure you're aware of these requirements - this is your responsibility!
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During Your Internship

- ☐ **Track your hours and responsibilities**
 - ☐ **Communicate regularly with your supervisor and faculty contact** to ensure expectations are being met.
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Near the End of Your Internship

- ☐ **Remind your supervisor to complete the performance evaluation**
Handshake will automatically email your supervisor a short evaluation to assess your career competencies and overall performance.
 - ☐ **Complete any additional academic assignments** required by your internship course or department.
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General Internship Resources

- ☐ [Fillable Timesheet for Logging Hours](#) (each major has different hour tracking requirements, please consult with your faculty for instructions)
 - ☐ [Loyola Student Intern Handbook](#)
 - ☐ [Internship Supervisor Handbook](#)
 - ☐ [Career Readiness & Competency Evaluation](#)
 - ☐ [Making the Most of Your Internship](#)
 - ☐ [Virtual Internship Best Practices for Students](#)
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Frequently Asked Questions

- ☐ **How many hours will I need to intern?** Most internships for academic credit require **120 hours** of internship work. Your specific schedule is determined between you and your supervisor.
 - ☐ **Can I report an internship after I've completed it?** No. Internships cannot be reported retroactively and will not be approved by the Career Center after they are completed. If you are seeking credit for a past internship, you will need to speak with the Dean of your college.
 - ☐ **How long does the approval process take?** Internship approval typically takes **3–7 business days** once all required materials are submitted in Handshake.
 - ☐ **Do all internships qualify for academic credit?** No. Eligibility depends on the nature of the internship and whether it meets academic and departmental requirements.
 - ☐ **Can I earn internship credit and be paid?** Yes. Paid internships are encouraged and may still qualify for academic credit.
 - ☐ **Can someone review my resume or application materials?** Absolutely. Your career coach is available to review your resume and application materials before you apply. This is strongly encouraged.
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Questions or Need Help?

Contact the Career Center (1st floor of Monroe Library) or email career@loyno.edu for support.