

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!

During Your Internship

- Track your hours and responsibilities**
- Communicate regularly with your supervisor and faculty contact** to ensure expectations are being met.

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.

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](#)

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.

Questions or Need Help?

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