



Internship Process



Why Do an Internship?

Completing an internship can help you: gain experience, increase your marketability, build your resume, gain professional feedback, learn how a professional workplace operates, figure out what you like and don't like, build confidence, and more.

Begin by talking to your advisors to determine if an internship is appropriate for you at this point in your education. Your advisor assists you with signing up for the internship course based on your schedule.

For some majors, you would work directly with your department:

- Media and Communication (Dr. Nora Madison)
- Criminal Justice, Human Services, Law/Legal Studies (Dr. Ryan Murphy)
- Accounting, Business, and Marketing (Professor Rita Borzillo)

All other majors must meet with someone in Career Development to continue the process.

How?

Make sure you register for the appropriate 401 course! - You WILL NOT be able to register for the course without getting approval from your Faculty Advisor – the system will show that the course is FULL. Your Faculty Advisor will need to know where you are completing your internship to ensure the work is appropriate. Then your Faculty Advisor should email Registrar@chc.edu to enroll you in the course.

Academic Credits

- 1 Credit: Must complete a *minimum* of 42 hours at the internship site over the semester.
- 2 Credits: Must complete a *minimum* of 84 hours at the internship site over the semester.
- 3 Credits: Must complete a *minimum* of 126 hours at the internship site over the semester.
- 4 Credits: Must complete a *minimum* of 168 hours at the internship site over the semester.

Student Paperwork: Located on my.chc.edu under the Student Life tab. Scroll to the end of the page for the required forms.

1. **Learning Agreement with attached document** - Due in the first 2 weeks of your internship with signatures from your advisor, internship supervisor, and yourself.
2. **Timesheet** - At the end of the internship.
3. **Employer Evaluation** - Toward the end of the internship. Emailed to supervisor to fill out electronically.
4. **Final Report** - At the end of the internship. (see Report Instructions and SAMPLE REPORT)



Keep an eye on the Career Weekly for more opportunities!



When?

For summer internships, you should begin looking the Fall semester prior to the summer you are interested in. For Spring and Fall, always look the semester prior.

- Examples: Spring OR Summer 2023 internship, start looking in Fall 2022
Fall 2022 internship, start looking Summer 2022

Meet with Career Development to review your resume, cover letter, and assist with interview skills.

Where?

Sign up for a Handshake account at app.joinhandshake.com and use your CHC email credentials. In August 2019, Chestnut Hill College started using the Handshake platform for all career postings, including internships. This resource is free to students and should be one of the first places you go to search for internships.

Other Places to Look:

- Campus Philly
- Talent & Education Network - Main Line Chamber of Commerce
- EACE Road Trips to the Real World
- Faculty, friends, and family recommendations LinkedIn



Follow us on social media - linktr.ee/ChcCareerDevelopment