Credit-Bearing Internship Program

Step 1
Online Orientation
The online orientation provides an overview of the credit-bearing internship process, what tools and resources are available to undergraduate students seeking internships and what some of the general requirements are when you secure an internship for credit. CLICK HERE to print out the Credit-Bearing Internship Orientation Agreement and the Request for Credit-Bearing Internship form. CLICK HERE to complete the Online Orientation. Complete the quiz while you’re still at the computer as you may need to refer back to the orientation presentation.

NOTE: If you have already found an internship on your own, and would like to earn credits, you are still required to complete the online orientation. Make sure your department approves the company and internship job description where you will intern. The internship may NOT be in an in-home business or virtual; Experiential Learning and Career Management (ELCM) must be notified if it is an out-of-state internship and ELCM & Global Education & Partnerships must be notified if it is an international internship. Global Education & Partnerships has information sessions each semester that you must attend to gather all the necessary information and paperwork for an international internship. Once you have completed Steps 1-3, please turn in ALL 3 forms along with the name of the company, the address, a copy of your internship job description, name of your supervisor and her/his email and phone number.

Step 2
Sign the Agreement
Complete the Request for Credit-Bearing Internship form, read it and sign the form. Take it to your department for approval to begin searching for an internship or to complete an internship – for credit. The Request for a Credit-Bearing Internship must be signed by your department’s Faculty Internship Coordinator. Your department’s internship coordinator needs to approve the internship job description if you found it on your own. Have a conversation with your coordinator about how it fits into your academic program. Print out your degree audit to show that you have the required G.P.A. in the major and overall G.P.A. Hand in the Agreement and signed "Request for Credit-Bearing Internship" form to Experiential Learning and Career Management in the Bedford House. You will receive more information, including how to use our Web-based internship database, Career Connection.

Step 3
Create a Résumé
Follow the instructions provided with the Student Internship Handbook to create a profile for Career Connection. Refer to the ELCM Resume Writing Guide (available online) for creating your internship resume which follows national standards for proper formatting. Once your profile is created, you may begin Step 4.
Step 4
Finding a Credit-Bearing Internship

Using targeted search tools, select about 10 possible jobs from the database, and schedule an appointment with an internship counselor in ELCM to review the positions. Once your résumé is uploaded and we have determined which internships are a good fit for you, we will send the résumé to the employers. Our employers rate very highly with our students: 93% of our student interns from this past semester would recommend their employer to other students.

Step 5
Interviews

Employers contact you directly to schedule an interview. They may conduct a phone and/or face-to-face interview.

Step 6
Follow-Up with Employers

You are strongly encouraged to follow up with employers to inquire about the status of your résumé. Contact our office to obtain a list of contacts for your follow up calls if you have not already received them from us.

Step 7
Accept the Position

Once you have been offered the position and you have accepted the position, contact ELCM to sign up for a 30-minute registration session in the Bedford House. Provide the job ID number found in Career Connection or the name of the company and job title. If you found the internship on your own, provide the job description, name of your internship site & supervisor along with their contact information. All students must complete the face-to-face registration session to earn credits for the experience, even if you found the internship on your own. **Step 7 is an important step, as this is how you register for internship academic credits. Please note you must pay tuition for the credit-bearing internship as you would for any other credit-bearing course (including summer internships).** Millersville University considers the internship a course like any other. Therefore, you are required to pay tuition for enrolled credits. At the university level, significant resources are devoted to credit-bearing internships. ELCM, the department internship coordinators, faculty supervisors and other University personnel are involved in student credit-bearing internships from beginning to end. ELCM and the department internship coordinators advise students, evaluate internships, develop internship opportunities and information, review internship agreements, check pre-requisites and register students for the course. In addition, ELCM and the coordinators maintain contact with students and supervisors through e-mail, telephone, written reports and evaluations. When the semester comes to a close, ELCM and the coordinators review all materials submitted by students and supervisors, conduct meetings as needed and assign grades. Each semester, students confirm their credit-bearing internship was an essential part of their education. You may read what other students have told us by visiting the student testimonials page:  
http://www.millersville.edu/elcm/internships/student-profiles-home.php

Already completed a credit-bearing internship & want to continue it for credit for another semester?~You MUST provide ELCM & your departmental internship coordinator an updated job description showing increased responsibilities and/or different duties. Next, sign up for a 30-minute registration session in the Bedford House so you receive academic credit for the second internship experience.