Credit-Bearing Internship Program

Step 1
Complete the Request for Internship
Print the request for internship form. It 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. Note: If you already found an internship on your own, and would like to earn credits, you are still required to complete the request for internship form. Make sure your department internship coordinator approves the company where you will intern and the internship job description. Please note 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 must be notified if it is an international internship. Global Education has information sessions each semester that you must attend to gather all the necessary information and paperwork for an international internship.

Step 2
Receive Departmental Approval
Complete the top section of the Request for Internship form, sign it, and take it to your academic department to be signed by your department’s Faculty Internship Coordinator. Remember, 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 your degree audit showing you have the required major & overall G.P.As. Return the form to ELCM in Bedford House. You will receive more information, including how to use our Web-based internship database, Career Connection. Once you have completed Steps 1-2, please turn in ALL forms and continue to step 3.

If you found an internship on your own, the employer must email the internship job title and description to careers@millersville.edu. The employer will need to confirm the name of the company, the address and list the name of your supervisor and her/his email and phone number. The internship site must be at a brick and mortar location (internship cannot be conducted out of an in-home business or virtually). Then follow step 7 to complete the credit-bearing internship process if you found an internship on your own and accepted the position and your department approved it.

Step 3
Create Profile in Career Connection and Upload Your Resume
Follow the instructions provided at the end of the handbook to create a profile for Career Connection. Refer to the ELCM Resume Writing Guide to create your internship résumé which follows national standards for proper formatting. Once your profile is created, you may begin Step 4.
Finding a Credit-Bearing Internship

Using targeted search tools, select about 10 possible jobs from the Career Connection database. Other resources you may use are going directly to the employer web sites to search for internships, too. Or use employment search tools such as Indeed.com or GlassDoor.com. Schedule an appointment with an internship counselor in ELCM to review those 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 in Career Connection. Our employers’ rate very highly among our students: 93% of our student interns from this past semester would recommend their employer to other students.

Interviews

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

Follow-Up with Employers

You are strongly encouraged to follow up with employers to inquire about the status of your résumé. Contact ELCM to obtain a list of contacts for follow up calls.

Accept the Position

Once you accepted the position, contact ELCM to sign up for a 30-minute registration session; provide the job ID number found in Career Connection. If you found the internship on your own please provide company name and address, the internship 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 credits. Please understand 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 and 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. Then, sign up for a 30-minute registration session in the Bedford House so you receive academic credit for the second internship experience.