

The Academic Internship Registration Process has changed!

Students interested in pursuing academic internships for credit will now register for an Academic Internship Placeholder during Fall Priority Registration and submit final paperwork before the end of the Spring semester. The placeholder begins the Academic Internship Registration Process.

Academic internships are not guaranteed. It is the student's responsibility to work with their Career Advisor to secure an academic internship site. Internships follow the employment process; a cover letter and resume must be submitted to the employer for an interview to follow. The employer determines if the student receives the internship.

Students must OFFICIALLY be registered for internships before the start of classes for the semester. This allows time, if needed, for the student to drop the internship and add another course if necessary for fulltime status. If the Academic Internship Application is not submitted by Monday, August 17, 2020, students will be removed from the Academic Internship Placeholder. At that point, the student will be directed to meet with their faculty advisor or academic dean's office to select another course if needed.

Step 1:

As you register for classes, select one of the following in Self-Service for your Academic Internship:

- College of Arts & Sciences: INTPLHL-480-A&S, or INTPLHL-481-A&S, if second internship

Course: INTPLHL-480-A&S	Term: 2020FL	Title: Internship Placeholder	Location: Main Campus
Instr: To be Announced	Status: Active	Start Date: 08/31/20	
Schedules: 08/31/2020-12/18/2020 Internship/Externship Days to be Announced, Times to be Announced, Room to be Announced			

- College of Business: INTPLHL-480-BUS, or INTPLHL-481-BUS, if second internship

Course: INTPLHL-480-BUS	Term: 2020FL	Title: Internship Placeholder	Location: Main Campus
Instr: To be Announced	Status: Active	Start Date: 08/31/20	
Schedules: 08/31/2020-12/18/2020 Internship/Externship Days to be Announced, Times to be Announced, Room to be Announced			

- College of Engineering: INTPLHL-480-ENGR, or INTPLHL-481-ENGR, if second internship

Course: INTPLHL-480-ENGR	Term: 2020FL	Title: Internship Placeholder	Location: Main Campus
Instr: To be Announced	Status: Active	Start Date: 08/31/20	
Schedules: 08/31/2020-12/18/2020 Internship/Externship Days to be Announced, Times to be Announced, Room to be Announced			

Step 2:

Make an appointment with your Career Advisor as soon as possible to begin the Academic Internship Registration Process:

- Log into CareerCenter Online: <http://www.myinterfase.com/wne/student/>
- Call 413.782.1217 or email careercenter@wne.edu

You are not automatically guaranteed an internship by registering for the Academic Internship Placeholder course. You must follow the registration process set by your Career Advisor and submit final internship paperwork before May 1.

Step 3:

Complete the Academic Internship Application by May 1, 2020.

This is the step that transitions your Academic Internship Placeholder into an Academic Internship Course for credit.

Again, it is recommended to submit your paperwork by May 1. Please bear in mind that if the Academic Internship Application is not submitted by Monday, August 17, 2020, you will be removed from the Academic Internship Placeholder. At that point, you will be directed to meet with your faculty advisor or academic dean's office to select another course if needed.