

INTERNSHIP FAST FACTS

- ❑ Students must be of junior or senior status (60+ earned credits), and the experience should be in the student's major area of academic study. Any exceptions must be approved (in writing) by each academic department, Career Services, and/or the Registrar.
- ❑ A student must complete, and have an approved, Internship Proposal submitted via Handshake **30-days prior** to beginning an internship experience.
- ❑ Credit will not be provided for work done in the past and/or internship authorization cannot be approved with a start date that is in the past. **No exceptions**, especially for F-1 students who elect to pursue Curricular Practical Training (CPT). CPT authorization takes 2-3 weeks for the DSO to process and requires several documents that may take students time to compile. Authorization is initiated when all required documents are complete and error free.
*F-1 students, please schedule an appointment with Career Services to determine CPT eligibility.
- ❑ Students must register for the academic term in which the work activity takes place (hours and weeks). Refer to academic calendar for official term dates.
- ❑ Internships must be **at least eight weeks in duration**.
- ❑ Internships may be completed in the fall, spring, or summer terms. Winter Session internships are not allowed. Summer tuition is charged on a per credit basis.
- ❑ If a student needs an internship to be considered full-time status, the Financial Aid and/or Registrar's Office determine what credits are considered eligible for full-time enrollment. Please be sure to add/drop or confirm all coursework prior to census.
- ❑ Internships may be paid or unpaid, no matter the major. All internships must follow United States Department of Labor regulations, including those found at: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- ❑ Students should have met with an appropriate academic advisor to discuss the outline of internship proposal, specifically the necessary grading requirements appropriate for the number of credits for which they plan to register **prior** to submitting a proposal in Handshake.
- ❑ Attach a position description or scope of work (on company letterhead) to your internship proposal.
- ❑ **Upload attachment:** <https://support.joinhandshake.com/hc/en-us/articles/360006851874-Uploading-an-Attachment-to-an-Experience>
- ❑ All correspondence pertaining to student internships will be communicated via Handshake. Be sure to enable notifications and/or check Handshake regularly for updates. <https://support.joinhandshake.com/hc/en-us/articles/232231528-Default-Notification-Preferences-Students->
- ❑ Incomplete and/or inaccurate proposals will be declined. Proposals that expire more than once will be declined.

DEADLINES: The final registration deadline for an academic internship is four weeks after the start of the term: Fall/Spring/Summer, pending an experience still meets all other guidelines and requirements.

In need of assistance? Many additional questions can be addressed at <https://www.carroll.edu/student-life/student-services/career-preparation/internships> or by contacting Career Services at: Borromeo Hall: Room 119 | careers@carroll.edu | 406-447-5465 | scheduling an appointment via [Handshake](#)