INTERNSHIP PROTOCOL

- It is the responsibility of the student to find and secure his/her own internship
- We have many resources on the career services website and the career center can help find openings
- Advisors may also have contacts or information regarding internship opportunities
- Students can always contact an organization with whom they are interested in working, to see if they can create an internship, or visit the website to see what possible internships they have
- If students are currently employed, students CANNOT use their current position as their internship. They can, however, use their place of employment. They would need to establish a special project or another area in which to perform their internship. If they choose to use their current place of employment for their internship, they will be required to submit a copy of their job description along with their objectives for their internship
- Once an internship has been secured, students will need to complete four forms - the information on these forms will be used to register the student for the internship, so they must all be filled out accurately and completely. Forms can be found on the Peru State College Internship webpage: https://www.peru.edu/careerservices/careerservicesinternships.htm

Students need to be aware of the following:

- Meet with their advisor to discuss how an internship fits in with their program of study and how it fits with their degree plan
- Complete all four forms completely and accurately to ensure they are registered for their internship (the Director of ICE takes care of the registration)
- ALL four forms must be completed, approved, and on file BEFORE a student can be registered or start his/her hours
- If a student has an internship on campus he/she must complete the HR paperwork and go through a background check BEFORE starting his/her hours
- Pay for the internship course
- Participate in the online Internship course via Blackboard – there are assignments with due dates and expectations
- Keep in mind, for every one credit hour taken towards an internship a student will need to complete 40 hours of work at the internship site

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