

Internship Learning Form (ILF) Worksheet

Use this to gather the information you need to register your internship for credit.

Start early! Submit the “Experiences” form on SPU Handshake by the 5th day of the quarter to insure that your faculty and supervisor approvals reach SAS before the 10th day of the quarter.

*This form is **NOT** for Business, Psychology or Engineering internships.*

Once you have collected the information below, you are responsible for registering for your Internship (*Experience*) on SPU Handshake:

1. Login to your SPU Handshake account.
2. Click on “Career Center” at the top of the page.
3. Click on “Experiences” in the drop-down.
4. Click on “Request an Experience.”
5. Complete and submit the form.

Once you have submitted the form, a staff member at the Center for Career and Calling will initiate the approval process. Approvals take place sequentially - first your faculty sponsor, then your site supervisor and finally SAS will approve and register you for credit. Please note submitting your application in handshake does not automatically enroll you in internship credits. **Please ensure that all approvals are received and you have received confirmation of your registration.** The Center for Career and Calling and Student Academic Services will not follow up with those individuals who have pending approvals.

You can view your internship and the progress of your approvals by clicking on “Experiences” from the “Career Center” tab at the top of the page.

Student: _____

Organization Name: _____

Job Title (what will your internship position be called?): _____

Quarter: _____ Student ID: _____

Organization Department (which department will you be interning in?): _____

Start Date: _____ End Date: _____

Wage/Salary: _____ Estimated hours per week: _____

Site Supervisor's Name: _____

Site Supervisor's Title: _____

Site Supervisor's Phone: _____ Site Supervisor's email: _____

Subject Code: _____ Academic Department _____

Course Number: _____ Credits: _____

Faculty Sponsor Name: _____ Faculty Sponsor email: _____

Meet with your faculty sponsor (a professor in your major who will oversee your internship) to define:

Learning Objectives: *What specific skills, knowledge and experience did you and your faculty sponsor determine as goals for this internship?*

Learning Activities: *What reading, writing, seminar attendance and other activities, either on or outside the job, did you and your faculty sponsor decide that you would do to meet your learning objectives?*

Course Grade Evaluation: *Provide a description of your end project(s) – journal, paper, portfolio, proposal, etc. - that you and your faculty sponsor have determined will be used for grading?*