

## Internship Checklist

### **Talk to your advisor**

- What type of internship are you looking for?
- When do you plan to complete the internship?

### **Start looking for an internship**

- Some internships are advertised in the department: we send out emails when we hear about available internships.
- Look online
  - Ex: “GIS Internship Nashville, TN”
- Reach out to companies/organizations where you might like to intern
  - Although an organization may not be actively seeking an intern, several students have been offered an internship by reaching out and asking if the organization is willing to take on an intern.
- Narrow down your findings to two or three internships. Getting an internship is like applying for a job – apply for more than one.
- \*\*Internships may not always be paid, but can offer a lot of applied learning experiences

### **Decide how many credit hours you want to earn for your internship**

- Students must pay for the credit hours earned from completing an internship
- During spring or fall semester, this is usually included in tuition
- Most students must pay for summer and winter credit hours
- You can do an internship for 3 or 6 hours
  - 1 credit hour = 50 hours of on-the-job work
  - 3 credit hours = 150 hours of on-the-job work
  - 6 credit hours = 300 hours of on-the-job work

### **Discuss your choices with your advisor**

- Make sure the internships you found will fit with your coursework and are ones for which you can earn credit

**Apply for internships**

**Set up the internship for credit**

- EEAS Office Coordinator: Kaycee Scott (kaycee.scott@wku.edu)  
EEAS Department Chair: Dr. Leslie North (leslie.north@wku.edu)
- Your supervisor at your internship will need to contact Kaycee Scott by email letting her know that you will be completing an internship with them
  - CC Dr. Leslie North and your advisor on the email for approval
- Email must include:
  - Internship Company
  - Description of internship duties
  - # of hours working per week and/or in total for internship
  - Duration of internship
- Once all required information has been received, Dr. North will approve the internship and Kaycee will then set up the internship for credit in TopNet
- Kaycee will register you for the class

**Basic internship requirements:**

- Completion of required number of hours to receive the internship credit hours
- At least two weeks before the internship ends, you must email Kaycee Scott with your supervisor's name and email address – She will then forward them an Internship Evaluation Form to complete and return to her.
- Kaycee will forward the completed Internship Evaluation Form to your advisor and Dr. North for grading the internship hours.