

CANISIUS COLLEGE INTERNSHIP PROGRAM

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ARTS & SCIENCES MAJORS

Planning a Credit Internship

Credit requirements and procedures for credit approval of internships vary by academic department. If you are interested in earning credit, first check with your academic department for information on how to obtain a credit internship.

If you are eligible to earn credit and you have the option to search for opportunities listed outside your department, the Career Center can assist by providing access to internship opportunities listed through the Career Center. The Career Center can also help you through the search process. **However, the internship selection will need to be approved by your academic department in order to register for credit.**

Below is a checklist of guidelines and requirements to secure an internship listed through the Canisius College Career Center.

INTERNSHIP CHECKLIST

1. _____ **Consult the department chair in your major or, academic advisor**, for credit eligibility requirements, and department guidelines and procedures.
2. _____ **Attend an orientation session** to understand the steps in securing an internship if you will be accessing the Career Center listings (College Central). To find out when orientations will be offered and to sign-up, call the Career Center. Individual appointments can also be scheduled with the director of internships for initial information on the Internship Program.
3. _____ **Register as a student on the College Central website.** College Central is a Web program where students search and apply for internships and jobs. www.collegecentral.com/canisius
4. _____ **Prepare a resume.** The director of internships and Career Center staff can assist you in developing a resume. **Post your resume on College Central** where it will be approved for applying to internships on College Central.
5. _____ **Make an appointment to meet with the director of internships** in the Career Center (OM013) to discuss your internship search and career plan. (888.2475) Attend resume and interviewing workshops scheduled through the Career Center to assist in the process.
6. _____ **Complete the Internship Verification form** after you accept an internship and return it to the Career Center. A signature from the employer is required.