



STEPS FOR COMPLETING AN INTERNSHIP FOR ACADEMIC CREDIT

SIMPSON COLLEGE
Career Services
515-961-1667 phone
515-961-1674 fax
www.simpson.edu/ccs

Step 1: Research internship opportunities through the Career Services office, members of the Simpson faculty, or other resources. The Career Services staff can assist you with writing a resume, composing a cover letter and interview preparation.

Step 2: Choose a faculty sponsor for the internship and meet with him/her to discuss the academic requirements of the internship and to ask for a signature of approval.

Step 3: Obtain the Internship Registration form through the Career Services office. To complete the form meet with your employer supervisor to discuss the objectives and responsibilities involved with the internship. Attach a description of these objectives and responsibilities. Specifically describe your objectives and how the responsibilities of the position will assist you in meeting those objectives. Please note that the employer's signature is needed.

Step 4: Return the completed and signed Internship Registration form to the Career Service's office for approval and the director's signature. Career Services will send signed registration to the Registrar's office for documentation and registration in a Coop 219 or 319. Copies will be distributed to the faculty sponsor, and a copy will be sent to you for your files.

Step 5: Obtain a employer feedback/student evaluation form from the Career Services office or download from the SCS website <http://www.simpson.edu/ccs/career/employereval.pdf>. Near the close of your internship, schedule a feedback session with your employer supervisor using the employer feedback/student evaluation form. Complete the self evaluation form and bring it to one of the mandatory reflection sessions sponsored by the Career Services office (you will be notified of dates and times). This form must be completed, signed and returned to the SCS office before credit will be granted.