

**INTERNSHIP**

**PROCESS**

* **Determines** alignment of proposed internship with degree programs
* **Verifies** internship-seeking student meets criteria (2.5 GPA, **completion** of 30-degree credits OR 50% percent of certificate program
* **Instructs student** to select a one-, two- or three-credit internship course
* **Remind** student of all related fees and tuition

**Advisor**

**Student**

* **Contact** Career Services to discuss the internship process such as the Internship Agreement Form
* **Responsible** for locating their own internship site
* **Discuss** with the Dean to locate a Faculty Mentor
* **Obtain electronic signatures** of Site Supervisor, Faculty Advisor, Career Services and student on the Internship Agreement Form
* **Responsible** for immediately contacting the related Academic Administrator to create the proper internship course section
* **Responsible** for assigning related projects, communicating with Internship site supervisor throughout the experience, monitoring the student’s progress, and issuing a grade at the end of the semester
* **Responsible** for Initiating the Mid-Term and Final Evaluation Form.
* **Responsible** for issuing and collection the Post-Internship Evaluation Form following the internship.
* **Responsible** to electronically submit the ***completed*** Internship Agreement Form to Career Services.

**Faculty**

**Career Services Phone: 732-255-0400 Ext. 2349 \* email: careerservices@ocean.edu**