What is an internship?
• One semester (spring, summer, or fall) work experience or project (may be repeated)
• Must be major/and or career related with intentional learning goals
• Minimum of 120 hours per semester (full or part-time)
• May, or may not, be for academic credit (additional hours required for academic credit)
• Opportunities may be paid or unpaid

How does an internship experience benefit me?
• Gain professional experience before graduation
• See classroom concepts and theories applied in real work situations
• Network with professionals in the field
• Develop and affirm your career goals
• Build your resume with career related experience

Student responsibilities in the workplace:
• Strive for a high level of personal and professional growth
• Demonstrate professionalism at all times and follow policies and expectations of the organization
• Complete work assignments within the designated time requirements
• Resolve workplace concerns through the proper channels and notify Career Services immediately (or academic advisor if earning academic credit) if a situation warrants special attention

Student eligibility:
• Be an enrolled Lewis University student
• Have completed 30+ hours of college coursework
• Have a minimum 2.0/4.0 GPA
• Employers or academic departments awarding credit may have additional requirements

How to Find Your Internship Experience:
• Log-on to FLYERS GET HIRED! at www.lewisu.edu/gethired to search and apply for hundreds of posted positions
• Log-on to the College Career Consortium of Illinois at www.careerservicescentral.com for more positions
• Attend internship and job fairs and other campus recruiting events
• Set up a profile at www.linkedin.com and connect with the Lewis University Alumni Group
• For additional resources, visit:
  Useful Career Websites on the Student Page of the Career Services website.
  What Employers in Illinois Hire My Major?
  http://www.lewisu.edu/resources/careerservices/illinois-employers-majors.htm
• Speak to your academic advisor and faculty, and network with students, friends, and family
• Career counseling, resume review, and job search assistance is available through the Career Services office and website

REPORT YOUR INTERNSHIP at www.lewisu.edu/careerservices (Click on the Report Your Job or Internship box.)