

Internship process

- Student searches for internships. They can use Handshake and other tools – can also set up internship appointments with Career Services team.
- Once the student has secured an internship, they fill out the internship request form on [Career Services' internships page](#).
- Internship coordinator starts internship agreement/credit registration paperwork from there – online via Adobe Sign now.
- Once all signatures are obtained, the internship coordinator hand registers them into a COM section of CPV 400 internship course.
- Faculty sponsor assigns pass/fail grade at end of semester once student has appraisal submitted and has satisfactorily completed any academic assignments. *Usually a bi-weekly journal in Brightspace & an end-of-term reflection paper.*

Internship registration deadlines (advertised to students/on our website)

- Full Summer Session or Summer Session I: May 1 | Summer Session II: June 1
- Fall - Full Semester or Quarter 1: July 1 | Fall – Quarter 2: October 1
- Winter: December 1
- Spring - Full Semester or Quarter 3: December 1 | Spring – Quarter 4: March 1

Their internship request forms should be submitted by these dates above. I have some flexibility for extenuating circumstances, but I do not share this with students, unless needed. Please advise your students to work to meet these deadlines.

Internship quick facts

- CPV 400 – variable, elective credit (students can take up to 16 credits of CPV 400)
 - 3 credits count towards major requirement – others can count towards elective credit
- Eligibility requirements: (listed on the [internship guide](#) on [Career Services' internships page](#))
 - Students must have completed a minimum of 12 credit hours at SUNY Cortland. Transfer credit does not count toward eligibility.
 - Students must be in good academic standing (no academic probation) with no incomplete coursework when the internship begins.
 - Students must receive credit in the semester they are completing the internship. No retroactive credit will be awarded.
- They must do 40 hours of internship work per credit they want to receive – 3-credit internships are 120 hours total over the semester/term. It equals around 8 hours per week during fall/spring or 12 hours/week over the summer.
- Paul currently serves as faculty sponsor for all COM students doing internships
- Depending on the nature of the duties, we may need to get an affiliation agreement in place, which takes time *Positions that put you in touch with private or sensitive data or with at-risk populations (human resources, hospitals, nursing homes, schools, childcare...) may take 6 weeks to finalize.*
- Encourage them to start early!

Contact info:

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