Internship/Experience for Academic Credit Application Guide

Roy H. Park School of Communications

Credit Hours: 1 academic credit = 45 work hours; 2 credits = 90 hours; 3 credits = 135 hours

The internship application is found on IC Handshake at <https://ithaca.joinhandshake.com/experiences>

* The application can be found under the “Career Center” tab
* Select the option “Request an Experience”

**Required information and documents for the IC Handshake Application** – please upload the below documents to the Handshake application. **ALL** documents must be received in the application before the internship/experience will be approved. When the application is approved, you will be registered for the course by Kristin Morse, Academic Services Coordinator.

1. Denote a Mentor/Sponsor for the internship/experience
	* Summer – select and secure agreement from a Park faculty member to serve in this role
	* Fall/Spring – the Park Career Engagement Specialist can serve as the sponsor **or** the student may select and secure agreement from a Park faculty member
2. Harassment Prevention Training Certificate
	* This training can be found at the following link: [https://www.ithaca.edu/sexual-](https://www.ithaca.edu/sexual-harassment-and-assault-response-education-share/preventing-sexual-violence/harassment-prevention-training-students) [harassment-and-assault-response-education-share/preventing-sexual-](https://www.ithaca.edu/sexual-harassment-and-assault-response-education-share/preventing-sexual-violence/harassment-prevention-training-students) [violence/harassment-prevention-training-students](https://www.ithaca.edu/sexual-harassment-and-assault-response-education-share/preventing-sexual-violence/harassment-prevention-training-students)
	* Please save the completion certificate as a pdf and upload it to Handshake
3. Letter of Agreement from the site supervisor or your direct report. The letter **must** include the following information.
	* Supervisor’s name and contact information
	* Internship start/end dates, and rough hours per week
	* Activities that you will engage in & how your responsibilities will increase over the term
	* What you will be learning (since you are receiving credit, it must be a learning opportunity with mentorship and support)
	* Description of the workspace/resources that will be provided. (Remote or in-person work is acceptable)
	* Terms of compensation, if any

If you have any questions about the application process, please reach out to Suzanne Brache, Career Engagement Specialist, sbrache@ithaca.edu