

Steps to an Internship for Credit

Step One: Find an Internship

- Use Handshake, Careershift and other online internship & job search sites to search current openings. (please see our internship search guide on our website)
- Network with faculty, classmates, alumni and family contacts to find a position on your own.
- Attend the Networking Fair for Jobs & Internships (in fall and spring) to meet employers who offer internship opportunities.

If you would like to meet with someone in the Career Resource Center, please call (845) 257-3265 or stop by Humanities 105 to schedule an appointment.

Step Two: Gain Approval for Your Internship

Share a description of your internship with your major department to determine if they will allow you to earn credit. If the answer is ‘yes’, find out who will be your faculty supervisor for the experience. Remember the experience must directly relate to your major or minor for you to receive college credit for it.

Step Three: Register for Internship Credit

Once the internship is approved, you should register for the course. Most undergraduate internship and fieldwork courses are labeled 494 (but there are exceptions to that rule if your department offers multiple internship and/or fieldwork opportunities).

****IT IS IMPORTANT TO NOTE THAT YOU MUCH RECEIVE ACADEMIC CREDIT FOR THESE CREDIT-BEARING INTERNSHIPS**

Step Four: Complete the Course Requirements

In addition to completing the appropriate number of internship hours to receive the number of credits you registered for, you will also complete coursework as assigned by your faculty internship supervisor. This may include weekly or bi-weekly journal entries, informational interviews, a research paper, etc.