

**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

Please note Winter/Summer Break credits cost \$625 per credit. Fall/Spring are included in tuition.

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 “Submit an Experience”

Required information and documents for the IC Handshake Application – please upload the below documents to the Handshake application. The attachments are added at the end of the application just before clicking submit. **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-harassment-and-assault-response-education-share/preventing-sexual-violence/harassment-prevention-training-students>
- The Branch Code is 1048-90995
- 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

Deadlines: (please make a request if you have a special circumstance)

Fall: Submit request by beginning of Block 2

Spring: Submit request by beginning of Block 4

Summer: Submit request by July 31

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