

## **Internship Policies and Procedures**

Students complete internships with agencies, organizations or private firms outside of the university. Internship contacts are listed on this site or students may find their internship. If the student finds the internship on their own, the student must contact the internship coordinator for approval.

- Students are required to register for 3 credit hours in EVR 4940.
- A permit is required in order to register for the internship.
- Students must see the internship coordinator to obtain a contract and begin placement no later than 4 weeks prior to the beginning of the semester in which they wish to complete the internship.
- Interns must have a completed contract including a description of duties signed by both the host and the internship coordinator prior to a permit to register being issued.

### **Eligibility**

- Students must be declared ESP majors.
- See internship coordinator for other internship eligibility requirements