

**I HAVE ACCEPTED A FULL-TIME INTERNSHIP  
NOW WHAT DO I DO???**

1. As soon as you accept an offer, **COMPLETE** the Learning Agreement and Learning Objective worksheet (attached to this email and **MUST** be signed by your internship supervisor.) Once completed you will submit it to the online internship form Link:  
<http://sites.jcu.edu/careercenter/pages/students/internships-and-jobs/internships-for-academic-credit/>
2. When the form is submitted, make an Internship Registration appointment with Logan Vess at the Career Center by visiting [calendly.com/lvess](http://calendly.com/lvess) or calling 216-397-4237.

You will receive an APR form to be entered in Banner by the Enrollment office and the syllabus (even for 0 credit).

**Before your appointment please complete and submit online:**

- Learning Agreement and Learning Objectives worksheet
- Internship job description

\*Please note that you must complete the paperwork and have an appointment to complete enrollment with Logan Vess **BEFORE** your internship starts. Internship hours completed before paperwork is complete and enrollment occurs cannot be counted toward the CE Internship course.

**IMPORTANT:** Deadline for enrollment is **January 20, 2018**. If you have not completed these steps for enrollment by this date, you will not be able to add the course.

3. **Registering is required** to remain enrolled as JCU student while doing your internship in Spring (optional in summer).

Your options are:

CE 199

- Noncredit transcript notation. There is no cost for this.
- Internship noted on transcript.
- Agreement/evaluations completed by you and your supervisor at the internship.
- Documentation of your hours worked and a performance evaluation are required and are turned in before the end of the spring semester.

CE 102, 103 or 104 (this is expensive, please consider carefully)

- Earn academic credit (1-3 hours) for your experience .
  - You will be required to pay for class at normal tuition rates (\$1,095 per credit hour).
  - Agreement/evaluations must be completed by you and your supervisor at the internship.
  - Documentation of your hours worked and a performance evaluation are required.
  - Coursework is required – amount depends on credit.
4. Notify Dining Services if you have a meal plan and want to reduce it while out on internship.
  5. Notify Residence Life if you live in campus housing. You will NOT be receiving loans or financial aid to pay your housing bills.
  6. You will be required to complete the Summer Aid form (available from the Financial Aid office in mid-spring) to have your funds applied to Summer semester instead of Spring.
  7. Any questions regarding your financial aid, should be directed to Lauren Urban in Financial Aid.