

Email A Copy of Your Résumé to Your Career Advisor

Your Career Advisor will review your résumé. If you do not have a résumé, start a draft using these suggestions ([Resume Guide](#)). If there are revisions, post the most recent copy of your résumé to Handshake.

The Appointment

During this appointment, you will discuss potential internship sites or if you already have a site, talk about the approval process.

You will receive the Academic Internship Application. Your Career Advisor will facilitate the signatures from your Faculty Advisor, Department Chair, Faculty Sponsor, and Academic Dean (if required).

This Academic Internship Application must be completed by the date stated by your Career Advisor, and transitions your Academic Internship Placeholder into an Academic Internship Course.

If the Academic Internship Application is not submitted on the date stated by your Career Advisor you will be removed from the Academic Internship Placeholder. At this point, you will be directed to meet with your Faculty Advisor or Academic D

