What is the process for completing an Internship for Credit? Step by step instructions:

1. Secure an internship using any of the following methods: Meet with Career Services, bi-weekly Internship Flash email, University of Pittsburgh online job posting system: Handshake (located in your my.pitt.edu portal) or other online job posting sites (ex. Indeed, LinkedIn, etc.) Networking: faculty, family, friends, flyers on campus, current place of employment. **Internships cannot be backdated. You may only receive credit during the semester in which you are completing the internship due to supervision and liability.
2. Check with your Advisor to figure out where/how it fits into your course plan
3. Secure a faculty sponsor (faculty member in your department to approve the internship for credit—internship must be related to your major)
4. Review & Complete the Internship Agreement Form, this is done in collaboration with your faculty sponsor and internship site. (can be completed electronically)
   a. Student Information
   b. Internship Information
   c. Registration Information
      i. Number of credits
         1. 1 = 40 hours
         2. 2 = 80 hours
         3. 3 = 120 hours/(IT, MIS majors=150 hours)
      ii. Grading Option
         1. Letter grade or Pass/Fail (S/N), at faculty's discretion depending on department
   d. Responsibilities & Outcomes
      i. Evaluation Methodology
         1. Discuss this with your site supervisor and faculty sponsor
         2. Most majors are requiring some type of reflective paper or presentation at the conclusion of the experience
         3. Must track hours and duties weekly and have them signed off by supervisor and you at completion of internship and turn in a copy with you written paper to your faculty supervisor
   e. Required Signatures (get signatures in the order on the form and below)
      i. You sign and date
      ii. Site Supervisor sign and date
      iii. Faculty Sponsor sign and date
         1. Must be a faculty member in your major that is able and in agreement to supervise your experience
      iv. Career Services sign and date (they will keep the original form their records and provide you with copies for everyone, unless done electronically)
5. Get Class Permission Override Form from outside of Registrar, Career Services or online
   a. Get Subject, Catalog #, and Class # from your faculty sponsor or Advising
      i. Subject
         1. (Your major), number of credits (Speak to your faculty sponsor, 40 hours=1 credit, most internships are completed for 3 credits=120 hours at your internship site during the course of the semester, which breaks down to 8-10 hours per week)
      ii. Catalog #
         1. Check with faculty sponsor or advising
      iii. Class #
         1. Unique to each semester
   b. You sign and date
   c. Instructor sign and date
   d. Take both forms to Registrar (or email all completed forms to kms298@pitt.edu) to have the internship added to your schedule for academic credit

For questions, contact Internship Coordinator:
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