CREDIT BEARING INTERNSHIPS
FOR STUDENTS

STEP 1: Search for an internship

STEP 2: Secure an internship

STEP 3: Decide if you’d like to earn academic credits for your internship by enrolling in an internship course. If yes, proceed!

STEP 4: Find a Trinity internship instructor that will house your credit. CELCS can help.

STEP 5: Send Trinity instructor your official job description for approval.

STEP 6: Once approved. Pick up internship registration form from the registrar or CELCS.

STEP 7: Complete the form by collecting signatures and filling in employer contact info.

STEP 8: Return the form to CELCS for the internship to be verified. Once verified enrollment will be finalized with the registrar.

STEP 9: During the internship you will set learning goals, write bi-weekly reflections and complete performance evaluations.

Center for Experiential Learning & Career Success
TRINITY UNIVERSITY