

## **Registering for an Internship: 6 Easy Steps**

1. Identify an internship location and get approval from that location to complete an internship.
2. Have location approved by the internship coordinator (Dr. Land).
3. Go to the University Career Center to pick up an internship folder. (Included is an "Internship Procedure Checklist."  
Pay close attention to this.)
4. Complete forms and return to the University Career Center to receive a gold form.
5. Complete gold form; turn in to coordinator; complete letter from coordinator.
6. Register on-line and pay for class (if you have a 2.5 GPA).