

## Undergraduate Academic Credit Internship Check List

### Step One: Academic Advising

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To be eligible for the internship program, you must meet department-specific academic requirements at time of application:

- GPA requirement (**see course description for requirement**)
- Credit requirement (**including at least 12 NSU Credits \***)
- Refer to Career Development

Meet with your Academic Advisor to check your eligibility status and receive approval to move forward with the process.

*\*If you are an incoming first time in college student or transfer student at least 12 NSU credits must be earned prior to registration for an academic credit internship.*

### Step Two: Career Development

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Visit Career Development and meet with a Career Advisor to:

- Develop a strategic search to identify an internship or review faculty suggested site
- Create and review resume, cover letter, and thank you letters
- Conduct mock interview and interviewing etiquette
- Receive internship site approval (provide offer letter)
- Refer to Academic Department

### Step Three: Academic Department

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Determine who your Academic Department Contact is by visiting:

[www.nova.edu/career/student/internships.html](http://www.nova.edu/career/student/internships.html)

Speak with your Academic Department Contact to:

- Identify and designate a faculty supervisor for your internship
- Review internship site options
- Discuss deadlines impacting course registration and academic credit
- Creates Course / Assigns CRN

*\* Provide your internship site information to your Academic Department Contact for final approval.*

### Step Four: Academic Advising

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Your Academic Advisor will contact you to complete your registration.

- Email documents to [ugadvising@nova.edu](mailto:ugadvising@nova.edu)

\* Internship Approval Forms must be turned in no later than the specific date noted for the semester in which the internship is requested

**(Fall: August 1<sup>st</sup>, Winter: December 1<sup>st</sup>, Summer: April 1<sup>st</sup>)**