Undergraduate Academic Credit Internship Check List

Step One: Academic Advising
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
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
Determine who your Academic Department Contact is by visiting: 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
Your Academic Advisor will contact you to complete your registration.

- Email documents to 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 1st, Winter: December 1st, Summer: April 1st)