It is up to the student to make the appropriate outreach or follow the necessary application steps or procedures to attain a desired internship. Students can review the Undergraduate Internship Policies to determine if the internship in question will meet all needed criteria to be approved for academic credit. Students can also reach out to the Internship Faculty Sponsor of their program for clarification or to verify if a specific internship is likely permissible ahead of time.

Internship Faculty Sponsor contact information can be found on the Polytechnic School Website.

Students can also reach out to their Academic Advisor for additional clarification on internship requirements for their major.

As outlined below, this process has several steps. Internship course requests must be submitted at least two weeks prior to the first day of the requested semester. For that reason, is highly recommended that students submit their internship course application several weeks in advance of the semester they are applying for.

Individuals involved in this approval process:

**The Student**

**The Internship Supervisor:** this is the individual that will be directly overseeing the internship. If it is a position within a company/organization, this is the direct supervisor. If it is an on-campus internship, this would be the instructor/faculty member.

**The Academic Advisor:** a designated academic advisor is listed for each internship course application. They will assist in making sure the application is correctly completed. If the internship is approved, they will provide the student with a permission override for the requested course for enrollment. Refer to the Polytechnic School Website to determine the appropriate individual/contact for this

**The Internship Faculty Sponsor:** a designated faculty member from the program that the internship is offered through. Refer to the Polytechnic School Website to determine the appropriate individual and their contact information.

☐ **Step One:** Student is hired for an Internship.

☐ **Step Two:** Prior to accessing the Internship Course Application Form via DocuSign, the student should compile the following materials so they are ready for entry/upload:

- The job/internship offer letter
- The job/internship description
- The work location(s)
- A detailed paragraph on how the internship is applicable to the student’s major. Students should provide genuine reflection. Limited responses such as “because it is required” will cause an application to be denied.
• A paragraph on how the student’s efforts will be evaluated to meet performance metrics. This may require a conversation with the Faculty Internship Sponsor ahead of time.

• If the internship is UNPAID, the student will need an Unpaid SPA confirmation email from the Fulton Career Center. Follow the process at https://career.engineering.asu.edu/spa. (Students pursuing an unpaid on-campus internship must also complete this process.) PAID internships do not need to complete this step.

Once all these components are ready, the student will access the “Internship Course Application Form” DocuSign needed for their major. Ideally the form should be fully filled out and submitted in one go. If the student accesses the DocuSign form but needs to come back to the form at a later date, they should be sure to use the “finish later” button at the top right of the page. This is the only way to save your work and come back to the same form later.

Click the “finish” button to submit the Internship Application Packet.

☐ Step Three: Once fully filled out, the submitted Internship Packet is emailed to the Internship Supervisor via DocuSign. The Supervisor will fill out the requested information, sign, and submit.

☐ Step Four: The Internship Packet is then emailed to the Academic Advisor for review via DocuSign.

☐ Step Five: Internship Materials reviewed via DocuSign by the Academic Advisor.

If not approved: student will be notified of any incomplete internship packet items by email to their ASU email account. The student will need to make appropriate updates, and then GO BACK TO STEP TWO and resubmit a new Internship Packet. The Internship supervisor would also need to repeat Step Three so if the student has any questions or concerns, they should follow up with the Academic Advisor and/or Internship Faculty Sponsor for further clarification before resubmitting. The new application would follow steps two through five.

☐ Step Six: Materials are approved by the Academic Advisor; The Internship Packet is emailed to the Internship Faculty Sponsor via DocuSign.

☐ Step Seven: The Internship Packet is reviewed and signed by the Faculty Internship Sponsor via DocuSign. Academic Advisor is Cc’d on the approval.

☐ Step Eight: The Academic Advisor will provide the needed course permission override for the requested course.
☐ **Step Nine:** The Academic Advisor will send an email to the student’s ASU email account letting them know when they are able to register for the requested course. Student should follow any registration details included in the email from the Academic Advisor and add the course to their schedule as soon as possible.

☐ **Step Ten:** Student should follow any registration details included in the email from the Academic Advisor and add the course to their schedule as soon as possible. The course must be successfully enrolled in before the final registration deadline for that semester. Students should refer to the ASU Academic Calendar for this date.

***Additional step only necessary for International Students to Apply for CPT***

**CPT Policy can be found in the Internship Policies**

☐ **Step Eleven:** if the student is an International Student, they will need to request their CPT through the ISSC: [https://issc.asu.edu/students/employment/f1-cpt](https://issc.asu.edu/students/employment/f1-cpt)