Internship Checklist

Finding an internship:

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

Students can also reach out to their Academic Advisor for general guidance on internship requirements and applicability for their major.

Individuals involved in the approval process:

The Student: That's you!

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 overseeing the work completed. If it is an on-campus internship, this would be the instructor/faculty member overseeing the work completed.

The Academic Advisor: A designated academic advisor will be listed on the internship course application form. They will assist in making sure the application is correctly completed by the student. If the internship is approved, they will provide the student with a permission override for the requested course so the student can officially enroll.

The Internship Faculty Sponsor: A designated faculty member from the program that the internship is offered through. See below for the appropriate individual and their contact information.

Finding your Internship Faculty Sponsor:

Students will need to work with the Internship Faculty Sponsor listed for the specific internship course they are looking to enroll in offered through The Polytechnic School.

- **AMT 484**: Marc O’Brien (MARC.OBRIEN@asu.edu)
- **ATC 484**: Choose one of the following
  - Katherine Wallmueller (Kathy.Wallmueller@asu.edu)
  - John Delugt (hjdelugt@asu.edu)
  - Michael Cirillo (Michael.A.Cirillo@asu.edu)
- **EGR 484**: John Rajadas (rajadas@asu.edu)
- **ERM 484**: Kiril Hristovski (khristo@asu.edu)
- **GIT 484**: Laurie Ralston (lauriez@asu.edu)
- **HSE 484**: Rob Gray (rdgray@asu.edu)
- **IFT 484**: Tatiana Walsh (DRtatiana.walsh@asu.edu)
- **MFG 485**: Jerry Gintz (Jerry.Gintz@asu.edu)
- **TEM 484**: Jason Bronowitz (jbronowi@asu.edu)
The expectation is that students have a conversation with their Internship Faculty Sponsor about the internship they are planning to pursue for academic credit before submitting the Internship Course Application Form. This is to ensure all initial questions have been addressed and that the internship likely meets the minimum guidelines for approval.

**Step-by-step guide to internship course approval/enrollment:**

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, but it is highly recommended that students submit their internship course application several weeks in advance of the semester they are applying for to ensure they have time to complete all needed steps.

- **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 - This will be needed as a separate attached document
  - The job/internship description
  - The work location address(es)
  - 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.
  - A Student Placement Agreement (SPA) is required for all UNPAID internships and an additional attachment will be required as part of the application process. PAID internships do not need to complete this step. Learn more about the SPA requirements and directions for submitting this request to the Fulton Career Center here.

  - If pursuing an UNPAID Internship:
    - Follow the steps listed on the linked Fulton Career Center website to submit the “Student Placement Agreement Form” for their department’s review.
    - Students will receive an email confirmation back from the Fulton Career Center. A copy of this email will need to be attached to the application. Do not attach the “Student Placement Agreement Form” listed on the Fulton Career Center’s website for this requirement.
    - Students pursuing an internship with ASU (like at an ASU research center, ASU lab, ASU IT department or similar) do not need to complete this SPA step. ASU does not enter into agreements with itself. For the required SPA attachment in the application, students pursuing on-campus internships will instead need to submit a written statement that the internship is on campus and therefore no SPA is required.

Once all these components are ready, the student will access the appropriate “Internship Course Application Form” linked on The Polytechnic School Internship Website.
Students need to input their name and email address into the form, and then their Internship Supervisor’s name and email. The Academic Advisor and Internship Faculty Sponsor’s name and email may automatically be filled in. If so, do not edit these fields.

Ideally the form should be fully filled out and submitted in one go. If the student accesses the DocuSign form but needs to pause before submitting, they should be sure to click the “finish later” button at the top right hand corner of the page. This is the only way to save prior work and return to the same form later.

☐ **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. The Academic Advisor will review the packet for the necessary information before signing.

  * **If not approved:** students will be notified of any incomplete internship packet items by correspondence to their ASU email. The student will need to make appropriate updates, and then GO BACK TO STEP TWO and submit a new Internship Application. The Internship Supervisor would also need to repeat “Step Three” so if the student has any questions or concerns about why their initial application was denied, they should follow up with the Academic Advisor and/or Internship Faculty Sponsor for further clarification before resubmitting. The new application will proceed through the same process.

☐ **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 Internship Faculty 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 and save a copy of the completed application to the student’s file. Please allow 24-48 business hours for processing time.

☐ **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.

☐ **Step Ten:** Students should follow any registration details included in the email from the Academic Advisor and add the course to their schedule as soon as possible. Students must successfully register for the approved internship course prior to the final registration deadline for that session/semester. Students should refer to the [ASU Academic Calendar](https://www.asu.edu/calendar) for enrollment deadlines.
***Additional step only necessary for International Students to Apply for CPT***

CPT Policy can be found in the Internship Policies found on the The Polytechnic School Internships Website.

☐ **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)