

# Huxley College Student Quick Guide to Internships

## **Step 1: Find an Internship Opportunity:**

<http://www.wvu.edu/careers/docs/studentguidetodevelopinternship.pdf>

- Viking Career Link
- Huxley College Emails
- Your Professors
- Ask (Alumni Link)

## **Step 2: Discuss this opportunity with your Faculty Advisor**

- Determine if this internship is really an appropriate learning opportunity for your goals/major

## **Step 3: Apply for the Internship**

- [Career Service Center](#) can assist with Resumes and Interview Skills

## **Step 4: Once you secure an Internship, complete the Huxley College Learning Agreement:**

<https://huxley.wvu.edu/sites/huxley.wvu.edu/files/media/internshipcontract.pdf>

- Signed by you, your prospective employer and your faculty advisor
- Details exactly what you expect to learn from the experience as well as evaluation methods
- Your faculty advisor can add additional learning requirements as appropriate to meet/supplement learning objectives

## **Step 5: Bring your signed agreement to Huxley College Internship Coordinator (Ed Weber, ES 545)**

- Reviews learning agreement/enters override codes to register for Internship Credits (ENVS 498B or ESCI 498B)

## **Step 6: Register for your Internship**

- Register for your credits via web4u once your override has been input

## **Step 7: Internship Report**

- You must complete an [internship](#) report **AND** any additional learning objectives assigned
- **Timelines:** You should have a draft of your report submitted to your instructor 3-weeks prior to end of term (or end of internship) (Check with your Faculty Advisor for additional instructions).

## **Step 8: Grades**

- Your instructor will assign a "S" or "U" grade as appropriate for the internship