



UNIVERSITY OF **SIoux FALLS**

## University of Sioux Falls Internship Guide

Congratulations on your decision to pursue an internship! Experiences such as these can be valuable to students' success in the workforce, as they illustrate your skills and abilities to employers, provide professional networking opportunities, and are a great addition to a resume. Since you have chosen to complete an internship for credit at the University of Sioux Falls, we require you to complete the *Internship Learning Contract* as part of the internship process. Below is a detailed guide to help you navigate the process of receiving approval for your internship and registering for the corresponding credit. Please contact the Thomas Kilian Academic Success Center with any questions regarding this information.

- **Schedule a meeting with your academic advisor to discuss the internship opportunity.**
- **Complete the *Internship Learning Contract* with the assistance of your Faculty Coordinator, entering information in sections 1-5 requested in this form.**
- **Submit the form to the Thomas Kilian Academic Success Center and a staff member will review the form and collect the additional signatures in section 6.**
- **Your internship paperwork will be processed in the Registrar's Office and you will receive an email notification upon your registration for the internship credit.**
- **A background check is required for any student completing an internship for credit. Communication will come from the USF Human Resources office regarding the background check process. You may not begin completing your internship hours until you have received approval from the Thomas Kilian Academic Success Center.**
- **Upon completion of the internship, provide the *Supervisor Internship Evaluation Form* to your internship supervisor for completion. Your internship supervisor should submit the final evaluation to the Thomas Kilian Academic Success Center at [ASC@usioxford.edu](mailto:ASC@usioxford.edu).**
- **After the completion of your internship, you will receive an email from a staff member of the Thomas Kilian Academic Success Center, requesting your online evaluation of your overall internship experience.**

Since you have chosen to pursue this internship for credit, the corresponding credits will be calculated in your tuition charges for the semester during which the internship occurs. Any information you provide will be used solely for internship tracking purposes within the University of Sioux Falls.