Requesting Internship Credits through CAREERlink

At your appointment you will:

- Log into your CAREERlink account
- Click on “My Account” and “Internship/Co-op”
- Click on “Add New Experience”
- Fill out the form completely using the information on this sheet

Items needed to complete CAREERlink Internship Record:

Your Student ID: ____________________________

GPA: ___________ (Check Campus Connection for cumulative GPA - must be at least 2.0 to participate in the internship program)

Company Name: ____________________________

Supervisor Name: ____________________________

Supervisor Phone: ____________________________

Supervisor Email: ____________________________

Your Job Title: ______________________________

Job Description: Get this from the job posting or company website. You will need to cut/paste this into the internship application. It must list specific duties and responsibilities.

Hourly Pay: $______________

How many hours will you be working per week? ______________

Start Date: ______________ End Date: ______________

Faculty/Academic Advisor Name: ____________________________

Faculty/Academic Advisor Email: ____________________________