

# INTERNSHIP PROGRAM

## Internship/Co-op Registration Process:

1. Login to our NEW internship/co-op system (powered by GradLeaders) to begin the registration process
2. Click this link: <https://candidate.gradleaders.com/NDSU/Candidates/Login.aspx?pid=4304>
3. Sign in using your NDSU login credentials

CENTRAL AUTHENTICATION SERVICE (CAS)

NDSU / CAS

Central Authentication Service (CAS)  
About CAS

GradLeaders

Enter your Username and Password

Username:

Password:

I am at a public workstation.

LOGIN

What are your username and passphrase?  
Your NDSU Username and passphrase are the same credentials that you use to log into Blackboard and NDSU computer labs. If you forgot your username or passphrase you can recover it at [Accounts](#) or contact the [IT Help Desk](#) by phone or in person for assistance.

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

\*Hint: Username is the first part of your NDSU email address

4. Complete the "Student Registration" section of your profile

NDSU NORTH DAKOTA STATE UNIVERSITY

Welcome, [redacted] Students

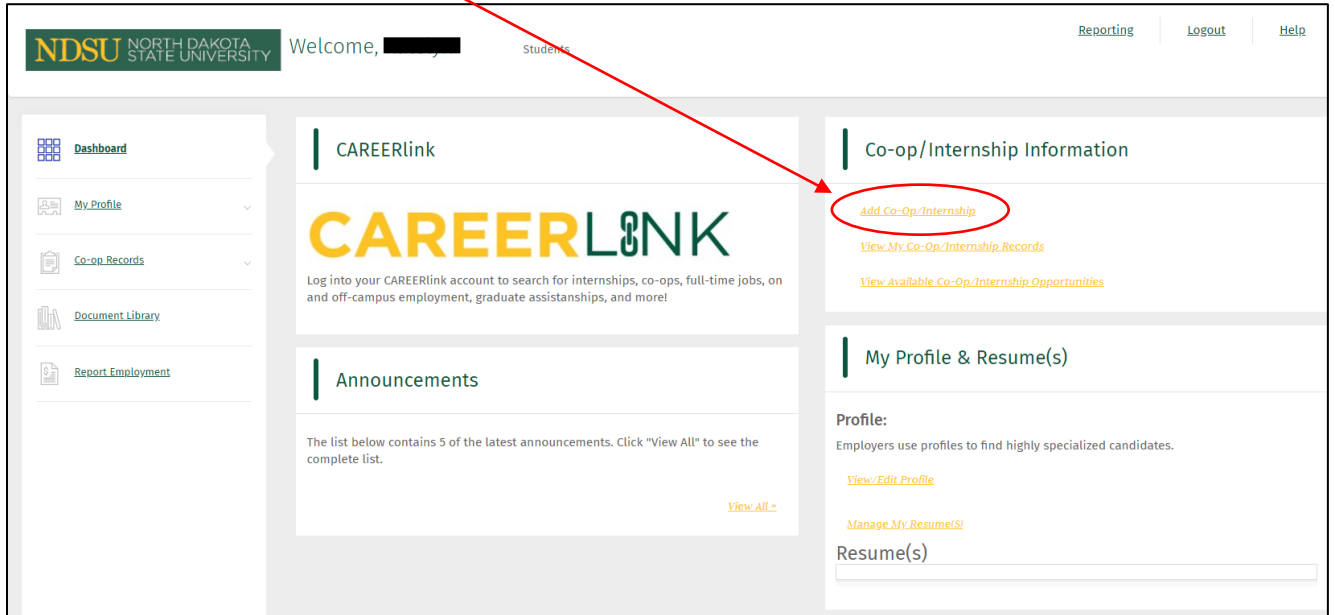
Logout Help

## Student Registration

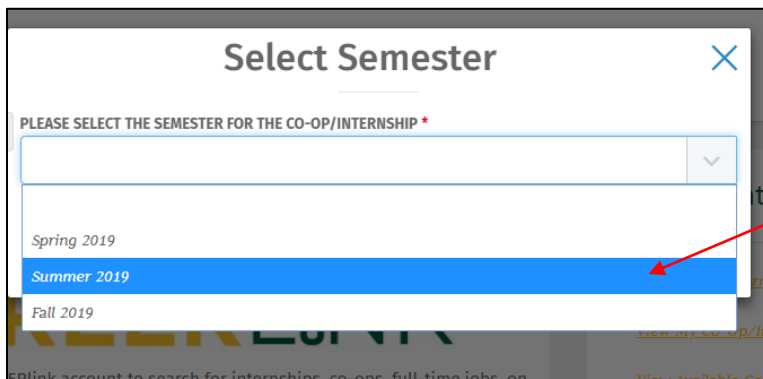
In order to complete the registration, you must follow the steps listed below. Please note that each step takes only a few minutes of your time and the registration process can be completed quickly.

- 1 Enter Contact Information  
You must enter contact information about yourself into the system.  
1 - 3 minutes
- 2 Answer profile questions  
You must answer profile questions in order to be found in this system. These profile questions are used by employers to find candidates that meet their specific job opportunities. The more accurately and completely you fill out these questions, the more likely your profile will be found by employers looking for you!  
5 - 10 minutes

5. Click "Add Co-op/Internship"

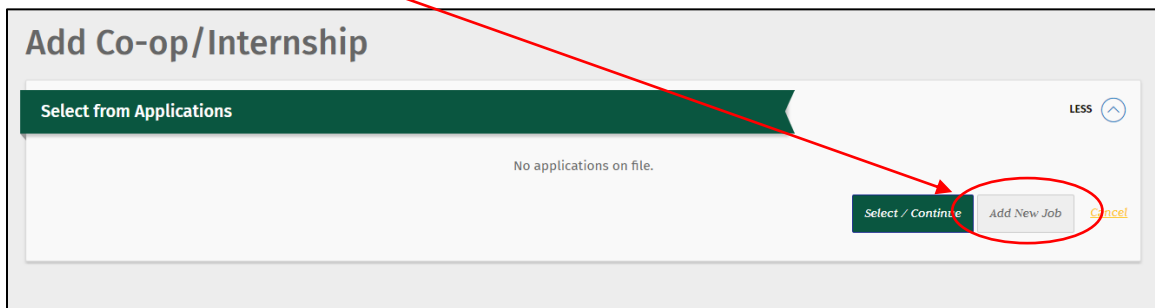


6. Select the semester in which you are applying for credit



\*Hint: If you are hoping to earn credit for multiple semesters, simply choose the first semester you intend to be registered for. There is a place on the form that will allow you to select multiple semesters.

7. Click "Add New Job"



8. Type in the name of the organization you will be interning with (\*If you receive a message saying no matches were found, simply click “Not Found – Skip”)

The screenshot shows the 'Add Co-op/Internship' form with the 'Select Organization' section. The 'Organization Name' field is empty, and the 'Find' button is highlighted with a red arrow. Below the field are radio buttons for 'STARTS WITH' and 'CONTAINS'. A 'Cancel' button is visible in the bottom right corner.

The screenshot shows the 'Add Co-op/Internship' form with the 'Select Organization' section. The 'Organization Name' field contains 'ABC Test Company'. Below the field are radio buttons for 'STARTS WITH' and 'CONTAINS'. A red message box states '0 matching entries returned. Please refine your criteria.' The 'Not Found - Skip' button is circled in red and highlighted with a red arrow. A 'Cancel' button is visible in the bottom right corner.

9. Fill out the Internship/Co-op detail form. \*\*You must have all of the information about your internship/co-op in order to fill the form out completely

The screenshot shows the 'Co-op/Internship Detail' form. The 'Student Information' section includes fields for 'STUDENT ID \*', 'MAJOR(S) \*', 'COLLEGE \*', 'DEPARTMENT \*', 'DEGREE LEVEL \*', and 'WHICH SEMESTERS WILL YOU BE WORKING IN THIS INTERNSHIP EXPERIENCE? \*'. There are also radio buttons for 'ARE YOU TAKING CLASSES IN ADDITION TO YOUR CO-OP/INTERNSHIP? \*', 'ARE YOU AN AIS (ACCOUNTING OR MANAGEMENT INFORMATION SYSTEMS) STUDENT? \*', 'ARE YOU A MECHANICAL ENGINEERING STUDENT? \*', and 'ARE YOU IN THE MANAGEMENT AND MARKETING DEPARTMENT? \*'. A 'Save' button is circled in red. A 'Cancel' button is visible in the bottom right corner.

\*Hint: You may save your form and come back to it later.

10. Read the Terms and Conditions at the end of the form. Please contact the Career Center if you have any questions regarding the terms of the program. If not, simply agree to each of the terms and conditions of the program, and click “Save”

The screenshot shows a web form with several sections of terms and conditions. Each section is preceded by a radio button labeled "I UNDERSTAND THE ABOVE TERMS AND CONDITIONS".

**TERMS AND CONDITIONS: EARNING COURSE CREDIT \***  
 The Internship Program student understands and agrees to the following:

- Career Center staff will register the student for the correct internship course via Campus Connection.
- Understands that internship credits will not be added to their Campus Connection account until the work supervisor and the internship faculty advisor approve the work experience.
- The Career Center will determine the number of credits a student is eligible for, based on the number of hours worked within the semester.
- If a student decides to drop the course, they must notify the Career Center and complete a Change Request Form to proceed with the drop.

**TERMS AND CONDITIONS: TERMS OF PAYMENT \***  
 The Internship Program student understands and agrees to the following:

- Agrees to pay the tuition and fees associated with the internship credits. Tuition and fees are charged on a per-credit basis at the North Dakota resident rate, either at the base tuition rate or the differential tuition rate.
- Internship credits abide by the University's tuition payment calendar. Dropping a course may result in only partial or zero reimbursement according to the date in which the course is dropped.
- Internship credits (through the Career Center) do not fall under the tuition cap. This means that students are responsible for the tuition and fees associated with courses administered through the Career Center's Internship Program, regardless of how many additional credits in which they are enrolled.
- The Career Center does not help facilitate the reimbursement of tuition dollars offered by the employer. All tuition reimbursements must be handled by the student and employer.
- Internship Credits (through the Career Center) are not eligible to be paid by NDSU tuition waivers.

At the bottom right of the form, there is a "Save" button circled in red, and a "Cancel" button next to it. The text "Click 'Save' to commit changes" is visible above the buttons.

11. You will see a receipt of the information you provided at the end

The screenshot shows a receipt page with the following information:

- Navigation: My Co-op Records > View Co-op/Internship
- More options: More ...
- Season: Spring 2019
- Organization: Number One Company
- Job Title: Intern
- Section Header: Student Information (with a "LESS" link and an upward arrow)
- Table Headers: STUDENT ID, MAJOR(S), COLLEGE

After you submit your information, our Internship Team will begin processing your record. Please watch your NDSU email for any updates regarding the registration of your internship.

