



Steps to internship credit registration

1. **Find a faculty sponsor for the credit.** This individual must be currently teaching in a department appropriate to the subject area of your internship.
2. **Download the official internship proposal form** from the Registrar's web site at <http://registrar.syr.edu/general/forms>. Click on the "Internship Proposal Agreement" link. (If you are asked to log in, do so using your netID and password, then click on the form.)
3. **Fill in as much of the proposal form as you can and then either:**
 - a. If you're on campus: Carry the form to get signatures from your faculty advisor and department chair.
 - b. If you're off campus: Email the form to your faculty sponsor or department chair, asking them to complete and sign it, collecting the rest of the signatures on your behalf.
4. Once you have obtained the signatures, **return the form to the Graduate Records Office** in 330 Newhouse 2.
5. **Log on to Handshake** (syr.joinhandshake.com).
 - a. In the top right corner of the page, click on "Career Center," then select "Experiences."
 - b. Click "Request an Experience."
 - c. In the Experience Type field, type/select "Newhouse Internship for Credit," then select the appropriate term when you will be interning.
 - d. Complete the entire "Employer" section. (In the Industry field, select the field that is the best match – it's ok if it isn't an exact fit.)
 - e. Complete the entire "Job" section. (You are likely not being paid. If this is the case, skip the Salary field.)
 - f. Complete the entire "General" section, then click the "Request Experience" button.

PLEASE NOTE...

- It could take a few days for your experience to be approved. You may log into your Handshake account at any time and check the status of your experience by clicking "Career Center" then "Experiences." Once the experience is labeled "approved," the Handshake portion of registering is complete.

Obtaining a letter of credit, support, or eligibility

Registering your internship for credit is NOT a letter of credit. If you need a letter of credit, support, or eligibility for an internship, complete the form at bit.ly/gradletter (all lowercase).

Once your letter is complete, it will be emailed to the contact you specified on the form and you will be copied on that email.