

# **How Do I Apply for a For-Credit Internship ?**

- 1. Complete the SB&E Internship Application**
- 2. Print degree audit from Cougar Trail**
- 3. Attach resume and email a copy of your resume to Tracy Clifford at cliffordt@cofc.edu**
- 4. Request references. Note: 2 signatures must be from SB&E faculty members; 2 references are non-faculty.**
- 5. Complete the Resume Release Statement.**
- 6. Submit ALL materials together to Tracy Clifford in Beatty 100. Hand deliver, fax to 953-0828, or email to (Cliffordt@cofc.edu).**

# **Selection Process For-Credit Option**

**After your completed application packet is received:**

- **Resumes from all candidates who qualify for an opportunity AND who indicate an interest in the opportunity are sent to hosts.**
- **Host will contact you for interviews and make selections.**
- **After accepting an offer, complete Learning Contract and goals with supervisor.**
- **Submit completed learning contract and goals along with the signed student waiver form to Tracy Clifford in Beatty 100. Hand deliver, fax to 953-0828, or email to (Cliffordt@cofc.edu).**