

HOW TO REGISTER YOUR INTERNSHIP FOR ACADEMIC CREDIT

1

Log into myRollins

Using the search bar, search for the **Internship Registration Form**. Select Internship Term (Summer, Spring, Fall).

Start Your Registration

Read the **Academic Internship details** at the top of the page. Complete your Intent to Register Form. Submit and Continue.

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Complete Registration

Once you have **secured** an internship opportunity, return to the Foxlink registration form, complete the remaining information, and submit. **Be thorough** with your responses.

Receive Approval

Approval will be requested from Internship Programs and required faculty. You may receive emails requesting info about your position, as well as **action calls** regarding student account holds. **Be sure to clear holds and stay tuned to your email.**

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Attend Orientation

Orientation is mandatory and will introduce you to the faculty teaching your online reflection course. Orientation information **will be conveyed** prior to the start of class.

Center for Career & Life Planning

407.646.2195

www.rollins.edu/careercenter

internships@rollins.edu

PRIORITY* REGISTRATION DATES

- **Summer** Registration — **March 20** to **May 10**
- **Fall** Registration — **March 20** to **August 20**
- **Spring** Registration — **November 1** to **January 10**

**Final Day to Register is Add/Drop Date*

INTERNSHIP CREDIT HOUR GUIDE

Semester Credits	Minimum Total Hours per Semester	Minimum Hours per week 12-15 week Fall/Spring	Minimum Hours per week 9 week Summer
4	160	11-14	18
3	120	8-10	14
2	80	6-7	9

In order to receive academic credit:

- Internship must be **approved** through myRollins registration **AND**
- Student **must** then **complete** the online academic course & concurrent internship hours.

Credit is awarded upon completion of internship hours and successful course completion.

Schedule an internship appointment on
HANDSHAKE