

STEPS TO REGISTER FOR ACADEMIC CREDIT

1. LOG INTO FOXLINK:

Select **Registration and Student Records**.

Then, choose *Academic Internship Registration Form* on the left side.

2. START REGISTRATION:

Entering your cell phone number and the number of credits you would like to receive.

Click "Save Your Changes"

Semester Credits	Total Work Hours per Semester	Average Hours per Week (15 week Fall/Spring Semesters)	Average Hours per Week (9 week Summer Semester)
4	160	12-15	19-21
3	120	9-11	14-16
2	80	6-8	10-12

PLEASE NOTE: Most departments require students to earn 4-credits in order to receive academic credit in the major/minor.

Students should submit this initial information as soon as possible, so there is sufficient time for the eligibility checks to be completed.

Students will receive an e-mail at their Rollins account within 5-7 business days letting them know if they are eligible to register for an academic internship course.

Students who are not eligible to participate in an academic internship have the option to file an academic appeal if there are extenuating circumstances that necessitate them receiving academic credit for an internship experience.

3. COMPLETE REGISTRATION

Once you have secured an internship position, return to the Foxlink registration form, complete the remaining information on the registration form and click **Submit Registration**.

4. PROVIDE POSITION DETAILS

Students will receive an e-mail from Career & Life Planning requesting additional information about their internship position and their supervision. Please provide an internship position description provided by your employer as well as contact information for your supervisor.

5. IF YOU ARE SEEKING CREDIT IN YOUR MAJOR/MINOR:

Approval e-mails will be sent to both your faculty/academic advisor and your department chair/internship representative.

PLEASE NOTE: Students are responsible for ensuring that their faculty/academic advisor provide approval by the registration deadline posted for each semester



rollins.edu/careercenter

170 W. Fairbanks Building - 1st Floor | 407.646.2195 | careercenter@rollins.edu

