

Internship FAQs

When Should I Apply If An Internship Has a Rolling Deadline?

Apply as early as possible. If you are applying late in the game, you may want to call the employer to confirm they are still accepting applicants for your desired term.

On Handshake, rolling deadlines are indicated with a 3-5 year gap between the posting date and application deadline. (i.e. Deadline: Mar. 1, 2020; Posting Date: Mar. 1, 2015).

How Should I Start My Search?

Use [Rollins' Internship Databases](#) to focus your search based on local, national, and international opportunities, or [learn how to create your own internship](#).

What Documents Do I Need to Apply?

Do not send more than the employer requests.

Typically, you will need	You may also need:
• Targeted Resume	• A copy of your transcript
• Targeted Cover Letter	• A writing sample (usually for internships in Communications or Media)
• List of 3-5 References	• A portfolio (usually for art-related internships)

Can I Send a Generic Resume?

We recommends tailoring your resume toward **each opportunity**. Resumes in different industries frequently will often highlight different skill sets and accomplishments.

- [View a Tailored Resume Sample.](#)
- [View an Untargeted Resume.](#)
- [Learn More About Resumes & Cover Letters.](#)

When Should I Follow Up After Submitting an Application?

Typically, we recommend calling or emailing an employer between 3-5 business days after sending in your application.

You should always follow up for the following reasons:

- 1) To confirm receipt of application materials
- 2) To inquire about the expected timeline for interviewing and a decision to be made
- 3) To ask if they have additional questions about your materials.

Always be courteous to the one who receives your call.

- If you did not receive an offer, thank the individual for their time and inquire about how to increase your candidacy for such a position in the future.
- If you have not heard back after a week, give them a call to restate your interest.

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How Do I Find Internships That Are Pre-Approved For Academic Credit?

Logon to Handshake and go to Jobs on the left side.

° Filter your results by label to include “pre-approved for academic credit”,

How Do I Get an Internship Approved For Academic Credit?

Send your employer the [Internship Approval Instructions](#).

Can I Do an Internship If I Am an International Student?

Yes. It is called Curricular Practical Training (or CPT). [Read more about CPT on the OISSS website](#).

Then, complete and return the [International Student Approval Form](#) to the Office of International Student & Scholar Services.

Can I Receive Academic Credit For an Internship Abroad? Yes.

- If you are interning abroad through the Office of International Programs, all programs are approved for academic credit. For INB or COM credit, please fill out the appropriate paperwork in their office.
- If you secured an internship internationally on your own or through another program, please send your employer the [Internship Approval Instructions](#).

How Do I Register for the Academic Internship Course?

[Review FoxLink Registration Instructions](#).

How Many Credit Hours Can I Earn?

Students can earn 2, 3, or 4 credits per semester for participating in an academic internship. Most departments require 4-credits in order to receive academic credit in the major/minor. Students may have up to 12 credit hours total for academic internships.

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