Internship applications must be completed and submitted along with a current transcript.

*Fall internship* applications and transcripts are due **the last week of March**.

*Spring internship* applications and transcripts are due **the last week of September**.

Internship applications will be processed by the HSML faculty committee and decisions on internship eligibility will be emailed to the student.

*Fall internship* decisions will be sent the **second week of April**.

*Spring internship* decisions will be sent the **second week of October**.

When it has been determined that a student is eligible for internship, the student will be emailed a registration code in which to register for the internship course.

If it is determined a student is ineligible for internship, the student will not be emailed a registration code and will be required to resubmit an application in a future semester.

All internship placements **must** be approved through the Office of Experiential Learning.

Internship placements **must** be secured and started no later than the 12th day of class or the student will be withdrawn from the internship course.

Students will meet online and in the classroom for the duration of the semester for ongoing support and learning while in the internship placement.

Site visits with the internship supervisor may be arranged online throughout the semester.