

Steps to Internship Credit Registration

1. Find a faculty sponsor for the credit—a faculty member from a department appropriate to the subject area of your internship. If you are interning for credit during the summer, secure a faculty sponsor BEFORE leaving campus for the summer—it can be difficult to reach faculty during the summer break if they are not teaching at that time!
2. Download the official internship proposal form from the Registrar's web site at <http://tiny.cc/internshipproposal> if you don't already have it (also available in hard copy at SU Career Services in 235 Schine).
3. Fill in as much of the proposal form as you can and carry or e-mail it to your faculty sponsor. Discuss the content with your faculty sponsor. Then:
 - a) If you're on campus: Carry the form to get the academic advisor and department chair for signatures.
 - b) If you're off campus: Email the form to your faculty sponsor or department asking to complete and sign it, and collect the rest of the signatures on your behalf.
4. After that, drop-off the internship proposal form to Career Services, 235 Schine or email it to ccsintps@syr.edu. SU Career Services will obtain the home college signature after you have completed the next step.
5. Log in to OrangeLink (web based career services system) through the Student Services section of your MySlice homepage.
 - a) Once you're at your home page in OrangeLink, click on "Register a Credit/SOM 301 Internship" under "Quick Links" on the right-hand side of the page.
 - b) Click on the "Add New" or "Add New Experience" button.
 - c) Complete form once loaded and "SUBMIT".

LETTER OF CREDIT, ELIGIBILITY AND SUPPORT:

Registering your internship for credit is **NOT** a letter of credit.

If you need a **letter of credit**, **letter of support**, or **letter of eligibility** click or go to: <http://tiny.cc/creditletter>

INTERNSHIP REGISTRATION:

It could take one to three weeks for your internship to appear on MySlice. Please check MySlice regularly.

SEMESTER COURSE LOAD:

Fall/Spring: Maximum number of credits per semester is 19 without approval.

Summer: Maximum number of credits is 14; call for UC details.

Be sure you have room for the internship credit(s).

SUMMER INTERNSHIP TUITION RATE PER CREDIT:

Main Campus Full-Time Undergrad: \$1,151*

All Graduate Students: \$1,437*

University College Part-Time Undergrad: \$779*

*As of spring semester 2016

A Syracuse University Career Services internship staff member will be happy to answer any questions you have or address concerns that arise. Please don't hesitate to contact us at 315-443-3616 or by e-mailing ccsintps@syr.edu.