



## Steps to internship credit registration

1. **Find a faculty sponsor for the credit.** This individual must be currently teaching in a department appropriate to the subject area of your internship.
2. **Download the official internship proposal form** from the Registrar's web site at <http://registrar.syr.edu/students/student-forms>. Click on the "Internship Proposal Agreement" link. (If you are asked to log in, do so using your netID and password, then click on the form.)
3. **Fill in as much of the proposal form as you can and then :**  
This will be a **COM 670** and each credit is equal to 45 hours. Please make sure you have correct start/end dates and that they correlate with the semester you are doing your internship. Email the form to your faculty sponsor. Have them enter the last 4 digits of their SUID, and have them sign electronically (not typed, or it won't be accepted by the Registrar) on the second page as sponsor. Have your faculty sponsor send it back and then send this to your program director to sign electronically as advisor and department chair.
4. Once you have obtained the signatures and have fully completed your form, **YOU** (not your professors) need to **return the form to [nhgradadvise@syr.edu](mailto:nhgradadvise@syr.edu). DO NOT SEND TO THE REGISTRAR.** We will facilitate the form on your behalf. Please let us know if you've entered your information on Handshake, as this will help to prevent delays in processing.
5. **Log on to Handshake ([syr.joinhandshake.com](http://syr.joinhandshake.com)).**
  - a. In the top right corner of the page, click on "Career Center," then select "Experiences."
  - b. Click "Request an Experience."
  - c. In the Experience Type field, type/select "Newhouse Internship for Credit," then select the appropriate term when you will be interning.
  - d. Complete the entire "Employer" section. (In the Industry field, select the field that is the best match –it's ok if it isn't an exact fit.)
  - e. Complete the entire "Job" section. (You are likely not being paid. If this is the case, skip the Salary field.)
  - f. Complete the entire "General" section, then click the "Request Experience" button.

### PLEASE NOTE...

- It could take a few days for your experience to be approved. You may log into your Handshake account at any time and check the status of your experience by clicking "Career Center" then "Experiences." Once the experience is labeled "approved," the Handshake portion of registering is complete. If you have questions about this, email [nhcdc@syr.edu](mailto:nhcdc@syr.edu).
- If you have a hold on your MySlice account, please rectify that immediately to prevent delay in processing your proposal form. Check MySlice>Student Home>Holds

### **Obtaining a letter of credit, support, or eligibility**

Registering your internship for credit is NOT a letter of credit. If you need a letter of credit, support, or eligibility for an internship, complete the form at [bit.ly/gradletter](http://bit.ly/gradletter) (all lowercase).

Once your letter is complete, it will be emailed to the contact you specified on the form and you will be copied on that email.