



## Internships for Academic Credit

Below is an overview of the steps that students take to complete the application for credit process and your role as approver. These steps, along with video tutorials of how to navigate it, are also located on the [Internships page of the C2Hub webpage](#).

If you or your students have questions about this process, please reach out to the Experiential Learning Program Manager, Cassie Mullin [cmullin@msudenver.edu](mailto:cmullin@msudenver.edu).

### Starting the Application Process for Internship Credit

1. In [Career Link](#), the student will select 'Internship Credit' in the left menu. If this is the first time they have applied for credit, they will be taken to a page of application instructions where they will complete some acknowledgments.
2. After submitting the instructions page, they can begin their **Application for Credit** by clicking 'Add New'.
  - They will be asked for information about the internship including:
    - Supervisor's Contact Information
    - Date of the Internship
    - Compensation (if applicable)
    - Credit Information
    - Internship Duties
    - Learning Objectives
      - They should have specific learning objectives related to their academic program and can always save it as a draft and come back to finish if they do not have all the information.
3. Once they have completed all the required fields, they will need to sign off and click the 'Submit' button.
4. After they click submit, the form will go to the C2 Hub, the employer, and then the faculty approver to review the submitted details including: supervisor information, internship description, and learning objectives. At any point during this process the application can be denied and the student can go back and make edits to submit again.
5. After everyone has approved the application, they will be notified about how to register for the credit. The application can be reviewed in [Career Link](#) at any time throughout the semester.