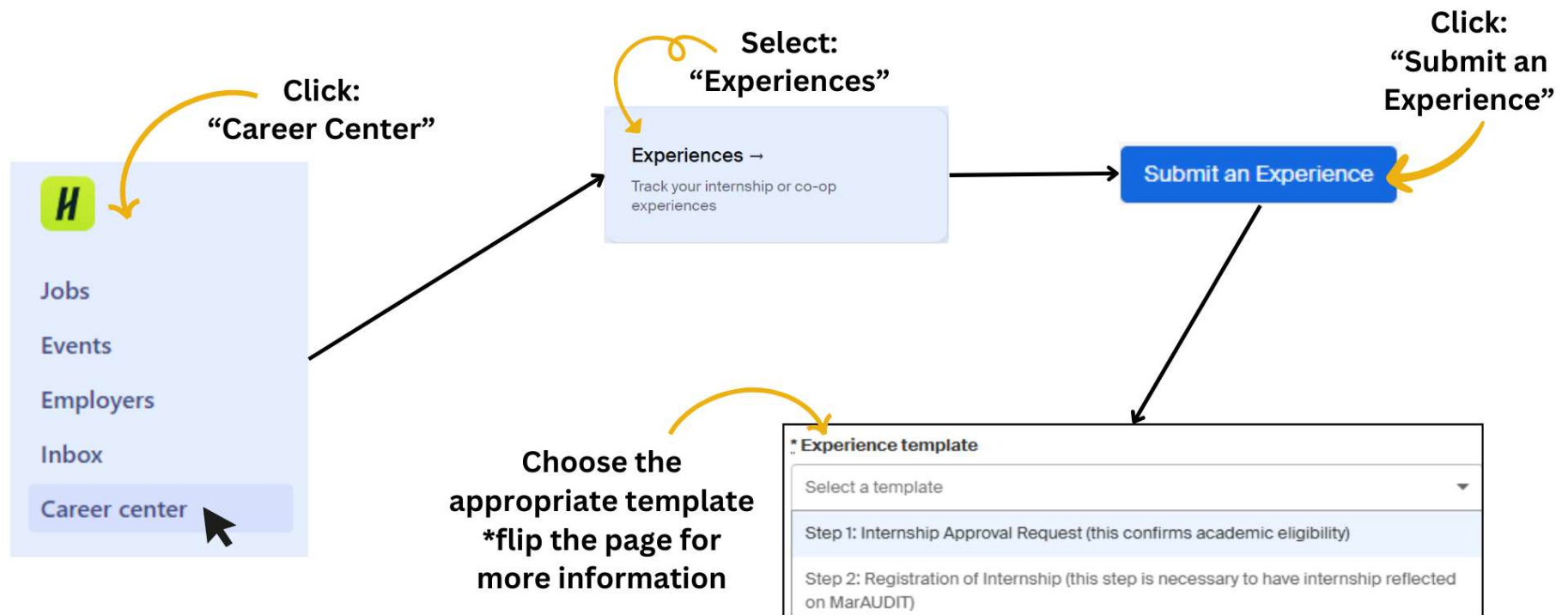


# Registering an Internship with The Career Center

## HANDSHAKE'S TWO-STEP PROCESS

To request an internship for academic credit, log in to <https://millersville.joinhandshake.com/login> with your MU credentials. Then find:



Millersville University  
CAREER CENTER

Bedford House | (717)871-7655 | [careers@millersville.edu](mailto:careers@millersville.edu)

# WHICH TEMPLATE DO YOU NEED TO USE?

## Step 1: Eligibility

Here, you are requesting the department's approval that you meet the **eligibility requirements** to move forward with a credit-bearing internship. You can complete this Step even if you have not been hired yet. This form does not require specifics. It is a one-time form, so after you get it approved once, you do not need to do it again.

## Step 2: Registration

Upon being hired for an internship, complete a Step 2 request providing information on the specifics - organization, job title, job description (4-6 specific bullet points), employer supervisor, and their contact info for approval by your academic department. The internship will then be reflected on your degree audit.

### Special Notes:

- As with all courses taken for academic credit, students must pay tuition for registered credit-bearing internships.
- Students must also complete their internship work hours during the semester it is registered.
- Internships must be registered by the drop/add deadline.

For more information, schedule an appointment with The Career Center through Handshake.