SPTAD 479 Internship Student Enrollment Policies

Internship Pre-Requisites

- 1. You must be at senior status 90 credit hours in order to enroll in SPTAD 479, unless you can provide a written plan to graduate within one calendar year
- 2. You must be in full acceptance status
- 3. Completion of six of SPTAD pre-fix courses

Steps in Acquiring Internship

- Prep your resume and cover letter- Career Center (Lucina Hall 220) and SPTAD faculty can help
- 2. Research Organizations- web, networks, Blackboard
- 3. Make contacts- letter, email, calls
- 4. Interview
- 5. Offer(s) Decide- accept and stop search
- 6. Let all others know you have accepted another offer
- 7. DO NOT accept an internship then decline in order to take a "better" offer

Steps in Enrolling in SPTAD 479

- 1. Complete SPTAD 479 Application form by due date and submit to Dr. Pierce (form found on Blackboard and website)
- 2. Accept internship offer
- 3. Complete SPTAD 479 Confirmation form and submit to Dr. Pierce (form found on program website and Blackboard)
- 4. Notify your internship site that you need to receive a confirmation letter on their organizational letterhead stating that you have been accepted as an intern for the upcoming season.
- 5. Make a copy of this letter and submit to Elizabeth Wanless (eawanless@bsu.edu)
- 6. Upon receipt of the organizational confirmation letter <u>and</u> student forms packet (internship placement agreement, student objectives, and contact information form), Elizabeth Wanless will give you permission to enroll in SPTAD 479.
- 7. Enroll in SPTAD 479

Enrollment Options

- 1. On-Campus For students completing an internship while taking an on-campus course
- 2. Off-Campus For students completing an internship and not taking any on-campus courses