



SAINT ELIZABETH UNIVERSITY

INTERNSHIP

Guidebook



EXPLORE

Discover opportunities that align with your goals.



ENGAGE

Build connections and gain real-world experience.



EXCEL

Apply your skills and launch your future.



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INTERNSHIPS AT A GLANCE

Saint Elizabeth University — Undergraduate Internship Program Guidebook

Internship Program Goals

The primary goal of the SEU Internship Requirement is to provide meaningful, real-world work experience to undergraduate students within their respective majors. By participating in a structured professional environment, students effectively bridge the gap between theoretical classroom learning and practical career application.

- Acquire deep industry-specific knowledge and practical skillset in your chosen field.
- Explore previously unconsidered career pathways and professional specializations.
- Form valuable professional networks and mentorship connections that aid post-graduation placement.

Student Requirements & Academic Integration

An internship formally integrates an undergraduate student's academic studies with productive work experience in a professional setting. Concurrently registered alongside traditional undergraduate courses, internships add critical experiential academic credits to the student's formal term schedule.

MANDATORY REGISTRATION REQUIREMENT: *Students must thoroughly discuss the credit weight and structural requirements with their designated Faculty Advisor PRIOR to formally registering for the internship course.*

Hours per Credit Breakdown

Set deliberately within the standard 15-week academic semester, an internship experience must span a minimum duration of 15 weeks to mirror university tracking. This timeline ensures sustained, meaningful engagement rather than a condensed, hyper-accelerated deployment.

Academic Credits	Required Hours	Minimum Duration	Weekly Commitment (Approx.)
3 Credits	90 Hours	15 Weeks	6+ Hours / Week
4 Credits	120 Hours	15 Weeks	8+ Hours / Week

CRITICAL TIMELINE REMINDER: You must achieve the total 90 or 120 hours structurally distributed over a minimum timeline of 15 weeks. Even if you accumulate hours rapidly, the placement cannot be compressed into fewer weeks without explicit, prior administrative exception.

WHY COMPLETE AN INTERNSHIP FOR CREDIT?

The Benefits of an Experiential Education

Internships bridge the gap between academic theory and professional reality. By completing a structured internship, students gain critical real-world experience, build competitive skill sets, and thoroughly examine potential career directions. Beyond foundational work exposure, an internship serves to:

- **Fulfill Graduation Requirements:** Satisfies mandatory academic components required by the university to secure your degree.
- **Enhance Academic Standings:** Correlates statistically with a higher-grade point average by combining contextual application with traditional theory.
- **Broaden Professional Horizons:** Exposes students to career tracks, functional roles, and industries they may not have previously realized aligned with their major or personal interests.

Student Eligibility Criteria

To formally enroll and receive academic course credit for an internship placement, students must meet the following baseline requirements at the time of registration:

- **Academic Standing:** Must hold sophomore, junior, or senior academic standing (minimum of 30 completed credits or more).
- **Declared Major:** Must have an officially declared major on record with the Registrar's office.
- **GPA Benchmark:** Must maintain a minimum cumulative Grade Point Average (GPA) of 2.0 or higher.
- **Semester Schedule:** Must successfully complete the required internship hours within the standard 15-week academic term window.

Key Considerations Prior to Enrollment

LOGISTICAL & ADMINISTRATIVE STRATEGY CHECKLIST

- **Location & Commute:** Where is the internship located? Will you require dedicated transportation, or are there viable remote/hybrid options available?
- **Time Commitment:** Can you realistically balance 6+ or 8+ hours per week inside your current academic load, study requirements, and extracurricular activities?
- **Compensation:** Is the internship paid or unpaid? If paid, what is the exact hourly rate or stipend structure?
- **Workload Scope:** Are the structured projects, daily assignments, and responsibilities substantive enough to account for the full 90/120-hour minimum?
- **Advisor Approval:** Does the position explicitly align with your major, and have you secured formal approval from your Faculty Advisor certifying that the internship is eligible for academic credit?

Office of Career Services

Internship Experience Checklist*

REQUIREMENTS:

- 30+ completed SEU credits (Note: Transfer students need 12+ completed SEU credits)
- Minimum GPA of 2.0+ (Note: Certain employers may require a higher GPA)

CREDIT OPTIONS/HOUR REQUIREMENTS: *Available Spring, Summer, & Fall semesters only.*

1. **3 credits:** at least 90-hours within that semester based on start date
2. **4 credits:** at least 120-hours within the semester based on start date

***Spring, Summer & Fall semester is full session only.**

1. IDENTIFY AN INTERNSHIP FOR INTERNSHIP CREDIT:

- Post your resume or CV on Handshake for review and approval.
- Search for internships 6 months in advance using Handshake, online job boards, LinkedIn, and network with family, friends, faculty, and alumni. Attend a workshop and/or meet with Career Services to maximize efforts.
- Apply, and once hired, you may begin the approval process to register for the internship course.

2. ASK FACULTY MEMBER TO BE YOUR INTERNSHIP FACULTY ADVISOR:

- Ask a current full-time faculty member related to your major to be your internship faculty advisor.
- Meet with internship faculty advisor to discuss and make note of our internship and receive PRIOR to requesting an Experience on Handshake.

3. REQUEST AN EXPERIENCE ON HANDSHAKE: steu.joinhandshake.com

- Schedule a **MANDATORY** Internship Application Advising appointment on Handshake.
- Click “Career Center” from the top menu > “Experiences” > “Submit an Experience” > Experience Template (SEU Internship Application) to enter the required information.

4. APPROVAL & REGISTRATION:

- Once you “Submit an Experience” on Handshake, Career Services will initiate the approval process.
- Approvals: 1) Internship Site Supervisor (Employer), 2) Internship Faculty Advisor, 3) Career Services Staff, 4) Registrar’s Office.
- After approvals are finalized, you will be registered for your Internship Course by the Registrar’s Office and be notified.

5. IMPORTANT INFORMATION:

- Internship courses are **approved college-level courses**. Therefore, students participating in internship pay for the credits in which they enroll.
- For Fall and Spring Semesters, if you will have **18+ credits AFTER adding the internship** you need approval from the Registrar.
- Contact the Career Center for any assistance or questions, acorsillo@steu.edu

6. INTERNATIONAL STUDENTS:

***Internship credit hours are not defined by FT/PT working hours. Int’l students may be registered for a 3-credit Full-time CPT. If you are an international student, please see Alexander Corsillo in the Office of Career Services for other required documentation.*

Alexander Corsillo
Director of Career Services
Mahoney Library – A Wing – Room 107
(973)-290-4204 – acorsillo@steu.edu



INTERNSHIP OPPORTUNITY RESOURCES

Career Services Support

OFFICE OF CAREER SERVICES

Director: Alexander Corsillo

Email: acorsillo@steu.edu

Phone: (973) 290-4204

Instagram: @SEU_Careers

The Power of Networking

Networking provides students with critical opportunities for development, expansion, and discovery in their future career paths. Proactively creating and maintaining genuine professional relationships frequently results in hidden internship opportunities, industry mentorship, and long-term career placement post-graduation.

Key Platforms & Engagement Channels

Career & Internship Fairs

An annual spring semester event hosted on campus. Students have the unique opportunity to network face-to-face with regional and national employers looking specifically to fill active internship slots.

Handshake

The premier professional network for university students. This platform is completely free for Saint Elizabeth University students utilizing their university email address and connects users with thousands of validated internship postings.

LinkedIn

A vital tool for cultivating a digital professional brand. Use it to discover global internship listings, follow target corporations, and build ongoing professional networks with industry experts, fellow students, and STEU alumni, faculty, and staff.

Bandana

A specialized digital job board and search engine platform engineered to help students seamlessly discover targeted, local, and accessible internship and employment opportunities.

WayUp

An online resource focused exclusively on college students and recent grads. It specializes in pairing candidates with premier entry-level positions, paid internships, and early career launchpads.

READY FOR AN INTERNSHIP: STEP-BY-STEP PROCESS

The Internship Approval Workflow

Step 1: Check for Pre-Requisites

Consult directly with your faculty advisor or department chair to confirm all prerequisite coursework required by your major is completed before attempting to register for the formal internship course.

Step 2: Meet with Your Faculty Advisor

Schedule a meeting with your advisor to verify that your prospective internship placement is academic-grade, directly viable, related to your major, and fully eligible to receive academic credit.

Step 3: Submit an Experience Request on Handshake

Log into Handshake. From the top navigation menu, select 'Career Center', click on 'Experiences', and then choose 'Submit an Experience'. Select the 'SEU Internship Application' template, thoroughly fill out the required operational info, and submit your request.

Step 4: Schedule a Mandatory Advising Appointment

Book your mandatory Internship Application Advising appointment through Handshake. During this review session, the Career Services team will audit your digital application for absolute accuracy before initializing the formal administrative approval loop.

Who is Involved? Roles & Responsibilities

Student Intern: You! The primary driver of the experience, responsible for professional engagement and operational hour tracking.

Faculty Advisor: A full-time Saint Elizabeth University faculty member overseeing the academic rigor, coursework integration, and final grading of your internship. (Note: Adjunct faculty members do not qualify for this role).

Internship Supervisor: An on-site workplace professional who mentors you daily, delegates assignments, coordinates professional goals, and reviews project evaluations at the internship site.

Career Services: The Office of Career Services facilitates and manages all operational/administrative protocols, managing applications, pipeline workflows, and programmatic evaluation distributions.

The Registrar: Instantly processes your final, credit-bearing internship course registration on your academic schedule once your Handshake experience has cleared all required institutional approvals.

Course Credit & Site Extension Policies

Maximum Credit Limitation:

Students are only eligible to complete a total of six (6) credit hours worth of internship coursework toward their degree requirements.

Protocol for Remaining at an Internship Site:

If a student wishes to remain at the same internship site for a subsequent semester, they must submit a newly issued letter from their workplace supervisor explicitly detailing a fresh set of responsibilities. This new scope of learning must be fully documented within a brand-new experience request on Handshake, and the student must complete all standard course registration procedures over again.

Understanding the Handshake Agreement

LEGAL & INSTITUTIONAL NOTICE Regarding Handshake Experiences:

Please note that the Experience Form submitted in Handshake serves as the student's formal binding agreement with Saint Elizabeth University. This system document explicitly outlines the strict operational expectations, learning metrics, and legal responsibilities binding the student intern, the faculty advisor, and the University, while validating your absolute compliance with all applicable University policies, structural bylaws, and safety procedures.

FACULTY GUIDE TO INTERNSHIPS

Faculty Advisors are responsible for the academic integrity of their students' internship experiences. Advisors design and assign academic deliverables for interns to complete throughout the duration of the semester. In partnership with the Office of Career Services, Faculty Advisors and the Director of Career Services actively support and reinforce each other's rules and structural guidelines through regular communication regarding the student intern.

Core Faculty Responsibilities

- Formally approve or disapprove the prospective internship placement site.
- Discuss and review core learning objectives with students before the internship period begins.
- Develop rigorous, college-level learning objectives, academic assignments, and explicit project deadlines.
- Establish clear protocols and timelines for on-site visitations and final evaluation procedures.
- Ensure students fully comprehend the internship course criteria, including activity logs, reflective journals, research reports, or term papers.
- Maintain consistent contact and check-ins with students for the entire duration of their internship experience.
- Contact the student's site supervisor at least once during the semester to evaluate performance and monitor progress.
- Assign the final academic course grade based on student coursework submission quality.
- Evaluate students on their overall professional performance metrics at the conclusion of the academic semester.
- Act as an internal liaison to other faculty members within your respective school or division.
- Supply fresh corporate internship leads and partner contacts to the Office of Career Services whenever possible.

End-of-Semester Debriefs: Internship Faculty Advisors should formally meet with their internship students at the close of each semester to review overall outcomes. These evaluation sessions should be utilized to encourage the meaningful integration of experiential field learning with the student's broader educational objectives and post-graduation career goals.

Internship Timeline & Key Deadlines

The standard institutional commitment of 90/120 hours mapped over a 15-week semester is instated to grant interns a productive, high-enrichment professional experience while completing degree credits and satisfying graduation benchmarks. Please account for this structural pacing when auditing and validating student internship timelines.

CRITICAL REGISTRATION REGULATION:

Ensure students are fully aware that the deadline to register for any internship course is the official final day of the drop/add period each academic semester. This cutoff ensures that students preserve enough calendar space to log their 120 total hours within the absolute 15-week institutional minimum requirement. While occasional exceptions occur for corporate programs with pre-set structured

tracks, any modified timeline must be explicitly reviewed and approved by the Director of Career Services prior to course enrollment.

Grading Criteria & Evaluations

While field supervisors supply regular performance notes, final course grades rest entirely with the Faculty Advisor. Grades are determined by evaluating three primary pillars:

- **Academic Deliverables:** The timely completion, depth, and academic quality of assignments, portfolios, and reports designated by the Faculty Advisor.
- **Supervisor Evaluations:** Formal feedback and performance assessments provided by workplace site supervisors during midterm and final evaluation cycles.

Hour Threshold Fulfillment: Absolute verification of the minimum 90/120-hour requirement. Failure to meet the 90/120-hour minimum can result in a failing course grade. In scenarios where a shortfall occurs, the student and Faculty Advisor must discuss remediation options, consulting the Director of Career Services if administrative exceptions are required

EMPLOYER GUIDE TO INTERNSHIPS

Internships represent vital learning opportunities for undergraduate students navigating their formal degree programs. While we actively encourage site supervisors to strategize on ways interns can support and enhance daily operations, it is crucial to remember that an internship should fundamentally be handled as a period of dedicated mentorship and career exploration. Your guidance forms the bedrock as students begin making impactful choices regarding their professional futures.

Core Supervisor & Mentor Responsibilities

Host employers must designate a dedicated on-site internship supervisor or mentor who actively commits to the following criteria:

- **Regular Sync Meetings:** Conduct structured weekly or bi-weekly check-in sessions with the student intern to track developmental progress.
- **Goal & Project Setting:** Establish transparent milestones, clear goals, and core projects to evaluate and refine during one-on-one reviews.
- **Timesheet Verification:** Review and sign off on the intern's weekly timesheets to validate and approve logged field hours.
- **Performance Evaluations:** Timely execute and submit the official institutional Mid-Term and Final Evaluation forms.
- **Academic Liaison:** Maintain open channels of communication with the student's designated Faculty Advisor throughout the semester.

The Evaluation & Hours Audit Process

A foundational part of the agreement employers sign when approving a student's placement via Handshake is a commitment to completing two key performance checks and executing a final sign-off on total logged semester hours:

- **Mid-Term Evaluations:** Automated links are distributed near the middle of the academic term and must be completed and returned within two weeks of receipt. This checkpoint is a vital tool, identifying whether interns need course correction or are excelling.
- **Final Evaluations:** Due immediately at the conclusion of the internship experience once the student has finalized their required 90/120 operational hours.

Compensation Guidelines

RECOMMENDATION ON INTERN COMPENSATION:

While financial compensation is not an absolute requirement for enrollment within this academic credit pathway, the university highly recommends that host employers compensate interns for their billable work. A vast majority of partner organizations choose to offer competitive wages or stipends for student tasks. Data shows that paid internships experience a significantly larger, more competitive applicant pool and secure substantially higher student retention metrics.

INTERESTED IN HOSTING SEU INTERNS?

Hosting student interns offers an exceptional, mutually beneficial opportunity for both undergraduate students and corporate partners. Students actively translate and apply their rigorous classroom frameworks to real-world operational environments, while employer partners have the unique privilege to mentor, guide, and advise upcoming college graduates as they prepare to enter the global workforce.

Next Steps: Creating an Effective Job Description

To launch an internship pathway, your first step is to craft a comprehensive job description for each available opening. Ensure your listings explicitly cover:

- **Core Roles & Duties:** A clear, detailed breakdown of the day-to-day position responsibilities and tasks assigned to the intern.
- **Learning Outcomes:** An overview of what the student will learn throughout the placement and how those skill sets directly align with their academic major.
- **Mentorship Structure:** An explanation of how your company intends to guide the student (e.g., structured weekly syncs, formal mid-term/final evaluations, and daily professional mentorship).
- **Compensation Status:** Explicit designation clarifying whether the position is paid (stipend/hourly) or an unpaid opportunity.
- **Operational Location:** Clear workspace parameters clarifying whether the role is fully in-person, remote, or hybrid, alongside the exact physical address of the office site.
- **Value-Add Details:** Any additional information students look for when analyzing opportunities, such as whether your organization historically builds pipeline tracks to hire interns upon graduation.

Strategic Networking & Campus Engagement Channels

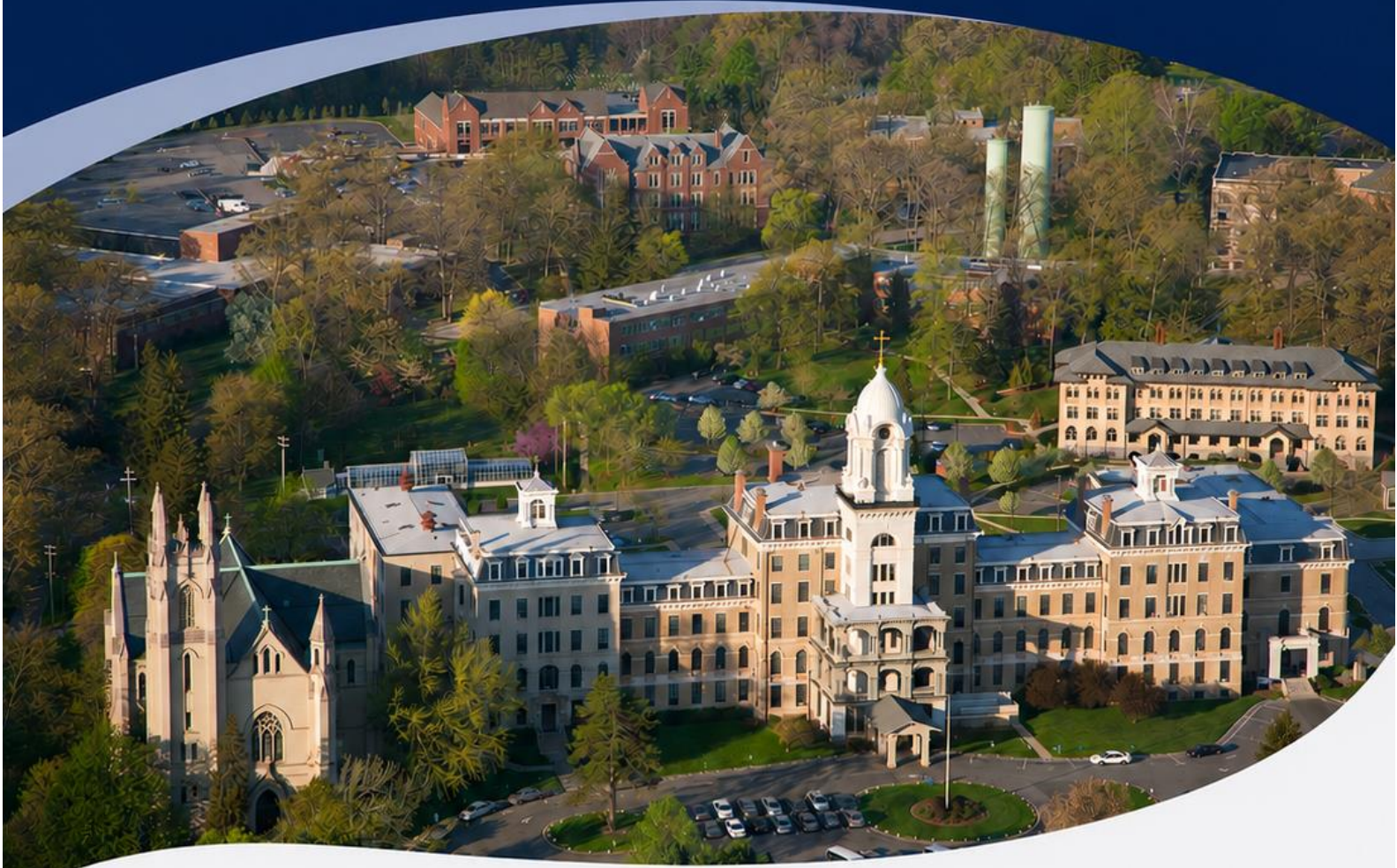
Employers can seamlessly leverage institutional recruiting networks, specialized digital assets, and the Office of the Director of Career Services to network with top-tier Saint Elizabeth University talent. Consider deploying these major student engagement channels:

- **Handshake Job Postings:** Instantly upload, manage, and promote active employment and credit-bearing internship openings directly to our student base via the Handshake network.
- **The Career & Internship Fair:** Attend our premier on-campus recruitment events, hosted every Spring semester, to connect face-to-face with active student candidates across all academic disciplines.
- **Targeted Corporate Events:** Host private informational sessions, custom corporate networking panels, or interactive workshops by utilizing your Handshake employer profile.
- **Custom Campus Visits:** Coordinate and schedule an on-campus branding visit directly through the Director of Career Services to dynamically pitch your organization's open slots and company culture.

Institutional Site Quality Audits

NOTICE ON COOPERATIVE SITE VISITATIONS:

To ensure academic compliance and maintain high-grade experiential quality, the Director of Career Services and the student's designated Faculty Advisor may occasionally request a formal site visit. These constructive reviews are designed to obtain a collaborative, "behind-the-scenes" look at the intern's physical workspace environment, daily task management workflows, and core learning opportunities.



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Thank You!

The Office of Career Services is here to support you throughout your internship journey and beyond.

OFFICE OF CAREER SERVICES

-  Mahoney Library, Room 107
-  973-290-4204
-  careerservices@steu.edu
-  steu.joinhandshake.com
-  @SEU_Careers

**WE'RE HERE TO HELP YOU
EXPLORE, ENGAGE, AND EXCEL.**

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