Academic Internship Program

Online Registration

Students

Submitting Your Learning Contract for Approval

Updated Summer 2017
Who is Eligible for an Academic Internship?

The academic internship program is open to students who:

- Have completed at least 30 units of credit prior (earned at Purchase or transferred in) to the start of their internship experience (i.e. Sophomores, Juniors, and Seniors).
- Have not exceeded 12 credits worth of previous internship credit.
- Are in good academic standing.
Secure an Internship

- Start your internship search the semester before! Discuss your internship plans with your Academic Advisor.
- Make an appointment with a Career Counselor to help you get started with your internship search!
  - Search Tips and Strategies
  - Resume/Cover Letter
  - Interview Tips/Practice
- Once you have been offered and accepted an internship you can secure a faculty sponsor and submit your on-line Learning Contract.

View our Internship Resources & Guidelines for more information and start your search on Purchase JobScore for internship opportunities!
Students need to secure a Faculty Sponsor before submitting an Internship Learning Contract!

- The Faculty Sponsor oversees the academic (credit based) component of the internship and will assign a meaningful academic project as a component to the internship experience, upon which they will assign a grade.

- Students should seek out faculty who are knowledgeable in a discipline related to their internship area.

- For students who have declared a major, it is best to start with your Academic Advisor to see if they can act as your Faculty Sponsor, or recommend another faculty member.
Submitting Your Online Learning Contract

Log into **Purchase JobScore**. If you forgot your password, select “Forgot Password?” to set a new one. If don’t have an existing account, select “Register here”.

Once logged in, select **Academic Internship Program** under **Shortcuts**.

The Career Development Center is proud to offer our online job search database to provide job and internship listings exclusively for Purchase College students and alumni.

New to Purchase JobScore? Register here (STUDENTS ONLY)
Log into Purchase JobScore Here (STUDENTS/ALUMNI ONLY)
Forgot Password?
Submitting Your Online Learning Contract

**NOTE**: Your Learning Contract is **PENDING** until approved by the **CDC**, your **Internship Site Supervisor** and **Faculty Sponsor**.

Select "**Add New**" to add a new **Internship Learning Contract**.
Submitting Your Online Learning Contract

Complete the required information to submit your **Learning Contract** for approval.

**NOTE**: You will need to know your Internship Site Supervisor’s Name/Email Address and who your Faculty Sponsor is before you submit!
Approval and Registration

- If more information is needed for approval, you will be notified via email.
- Though the internship site supervisor and faculty sponsor will receive notification that their approval is required, it is the responsibility of the student to make sure that the Site Supervisor and Faculty Sponsor, approve the Academic Learning Contract.
- Once the Learning Contract is approved by the CDC, your Internship Site Supervisor and your Faculty Sponsor:
  - You will receive an email confirmation from Career Development.
  - Your completed Learning Contract will be forwarded to the Registrar's Office for final registration.
  - You will be able to access your completed Learning Contract in Be sure to review the internship Purchase JobScore. Description entered by your Internship Site Supervisor and your Academic Project that has been assigned by your Faculty Sponsor.
You’re Done!

Questions?

Call x6370 or email career.development@purchase.edu