

Career Advancement Center

Academic Internship Program Fact Sheet



The Career Advancement Center (CAC) can help you create an internship search plan and show you how to complete an Academic (for-credit) Internship as part of your schedule.

Academic Internships (paid or unpaid) may qualify as credit-bearing internships.* Students earn academic credit for the hours spent on-site at their internship, as well as required weekly assignments supervised by an Internship Specialist or Faculty Internship Supervisor. An Academic Internship is just one way to satisfy the College's [Experiential Learning](#) requirement.

Timeline: Internship application deadlines vary; however, we recommend starting this process as early as possible in the semester prior to the planned internship, but no later than 3 weeks before the **add/drop date** for classes in the semester a student plans to intern.

*Please note that receiving approval for an internship slightly differs for U.S. Citizens, International Students on an F-1 or J-1 Visa, and Transfer students. Students are encouraged to visit the [Career Advancement Center's Academic Internship webpage](#) for more information.



1. Complete the [Internship Interest Form](#)

By completing this form, students are entered into CAC's system and are connected with the appropriate CAC staff to assist them in their search, as well as answer any/all questions they may have about the process. Students are encouraged to first complete this form, but any initial questions may be directed to cacintern@lakeforest.edu.



2. Connect with Your Internship Specialist

Upon successful completion of the Internship Interest Form, students will receive an email from the CAC assigning them to the appropriate Internship Specialist (IS). The CAC has Internship Specialists dedicated to each Career Pathway. Students are responsible for making an appointment with their IS via the CAC's online career portal, [Handshake \(Handshake FAQ\)](#).



3. Start Your Internship Search

The internship search must be student initiated. Internship Specialists (IS) will assist students in their internship search as well as help them craft their resume and cover letters and prepare for interviews. That said, it is the student's primary responsibility to search for and secure an internship with help and direction from their IS.



4. Secure and Begin Your Internship

Before starting their Academic Internship, students must discuss their internship plans with their Academic Advisor(s). After they have connected with their Academic Advisor, their Internship Specialist will provide site approval, as well as the link to the Internship Application. Please note that the Internship Application is separate from the Internship Interest Form.



5. Complete Your Internship

Students must successfully complete the Academic Internship Course alongside their internship experience in order to receive a passing grade for the internship. Typical assignments include, but are not limited to: a learning plan, weekly reflections/discussions, a mid-term and final evaluation, verified hour logs, and final portfolio.

Non-Credit Internships: Students may choose to pursue a non-credit internship, separate from our formal Academic Internship Program. This process is student-directed, and students may contact their CAC Internship Specialist for additional support and assistance developing their search strategy. Should students wish to satisfy the Experiential Learning requirement this way, they will first need to complete the [Special Activity Experiential Tag Application](#), as well as identify a Faculty Project Supervisor. More information may be found on the [Forester Fundamental Curriculum webpage](#).