

Fall 2021

Internships FAQ



If you need help finding an internship or have any questions or concerns, please contact Career Development:
CareerDevelopment@hartwick.edu

*All Junior and Seniors can contact their Career Coach listed on Navigate.

Registration Checklist

Get Approval from your Faculty Advisor.

Ask your Faculty Advisor for a list of Academic Assignments.

Meet with your Career Coach to fill out the learning agreement at

For the Learning agreement you will need:
1. Internship Responsibilities.
2. Internship times/days.
3. Name and contact information for your Faculty Advisor, Department Chair and On-Site Supervisor.
4. Academic Responsibilities as assigned by your faculty advisor.

Wait for approvals, and for Career Development to Review your application.

Scan this QR CODE for Internship Registration Application.
*Login with Hartwick Credentials
bit.ly/hartwickinternship



Hours per credit

If your total hours are between...	You can register for	Which equals about
40-79 hours	1 credit	3-6 hours per week (13 week semester)
80-119 hours	2 credits	6-9 hours per week
120-159 hours	3 credits	9-12 hours per week
160-199 hours	4 credits	12-15 hours per week
200-239 hours	5 credits	15--18 hours per week
240-279 hours	6 credits	18-21 hours per week

Note

Registration Deadlines- Any registrations submitted after the registration deadline will not be accepted.

Signature Collection Deadline- It is the responsibility of the student to collect and ensure that all supervisors submit their signatures by the deadline. Any signatures submitted after the deadline will not be approved.

Deadlines

No. of Credits	Registration Deadline	Signature Collection Deadline
3-6 Credits	Sept. 07	Sept. 10
2 Credits	Oct. 19	Oct. 22
1 Credit	Nov. 16	Nov. 19

