



Internship/Practicum Registration Steps

Unlike other courses, students must manually register for an internship/practicum so that the appropriate parties can sign off on the experience prior to registration. Students use Handshake instead of theRock to complete this process. On Handshake, internships and practicums are referred to as “Experiences”.

1. View the back of this handout for your major’s requirements and prerequisites.

2. Meet with your faculty internship supervisor to determine whether your internship fits your major/minor’s requirements. Note: Your faculty internship supervisor may be different than your academic advisor.

To determine your faculty internship supervisor:

Log-in to theRock

Choose the Academics Tab

Click “Browse Classes”

Select the correct term

Enter your course code (see back of this handout or the course catalog)

***Please note—for Biology and Health Sciences students your academic advisor will also serve as your faculty internship supervisor*

Email the professor assigned to that course code to set-up a face-to-face or phone meeting.

3. After you have received & accepted an internship offer:

Complete the internship registration form on Handshake:

1. Log-in to theRock

2. Go to the “Career Development” tab

3. Click the Handshake logo to log-in

4. Hover your mouse over “Career Center” and select “Experiences”

5. Choose “Request an Experience”

6. Complete and submit the form

Your internship/practicum will then be reviewed by Career Development and our staff will have it approved by your faculty internship supervisor, the Registrar’s office, and your on-site supervisor. You will receive an email from the Registrar once you are registered for academic credit.

Major-Specific Requirements

Major	Course Code	Credits	Hours per Credit	Pre-Requisites
Animation and Illustration	DMA4995	1-2	20	N/A
Art	ART4995	1-4	40	N/A
Biology/Biochemistry	BIO4995	1-4	75	BIO3835
Business	BUS4995	1-4	240	BUS3835
Business - International	BUS4996	1-6	240	BUS3835
Christian Ministries	MIN4991-2	2 each section	50	Senior & MIN2216,3216
Communication	COM4995	1-4	31	N/A
Computer Science	COS4995	1-4	60	COS3835
Criminal Justice	CRJ4995	1-8	200 total	N/A
Engineering	EGR4995	1-4	50	N/A
English - Linguistics	LIN4996	1-4	45	N/A
English - Literature	LIT4995	1-2	45	N/A
English - Writing	ENG4995	1-4	45	Recommended: ENG3246-8
Graphic Design	DES4995	4	160	DES4313
Health Sciences	HSC4995	1-4	75	See Faculty Supervisor
History	HIS4995	1-8	40	N/A
Intercultural Studies	ICS4991-6	2-4	40	N/A
Interdisciplinary Studies	IDS4995	1-4	40	N/A
Journalism	JOU4995	1-4	31	N/A
Kinesiology - Practicums	KIN3615-7	2	40	SPE107 or 1825
Mathematics	MAT4995	1-4	60	MAT2121-2, 2225,3835
Media Production	MEP4995	1-4	31	N/A
Music - B.A.	MUS4995	1-2	40	N/A
Music Ministry	MCH4995	2	80	MCH4215
Political Science	POS4995	1-8	60	POS1005 or 2005
Psychology	PSY4995	1-8	35	PSY3835
Public Relations	PRL4995	1-4	31	PRL3385
Public Relations - Event Planning	PRL4996	1-4	35	PRL3385
Public Relations- Practicum	PRL3615	2-4	31	N/A
Theatre	THE4995	1-4	75	N/A