



Internship Exploration Checklist

1. Know Yourself! Identify Your Interests

- What activities interest you?
- Industries or companies you have in mind?
- Skills you want to develop further?

2. Make Your Punchlist

- Need to receive a stipend or salary?
- When do you want to start? Time period or hours needed?
- Need to stay local or able to travel? Transportation needs?
- Does your academic department have specific internship requirements?

4. Prep Your Search Tools

- Develop a strong resume and cover letter
- Brush up on interview skills with Interviewstream

3. Set Your Goals

- What type of internship will support your interests, goals, and requirements?
- Work experience you want to gain?

6. Get Academic Credit

- Review LAS internship general eligibility guidelines
- Meet with a departmental advisor for course options
- Check out LAS 289 and make an appointment with an advisor at student.las.uic.edu

5. Research and Apply

- Check out company websites and make a list
- Create a profile on UICCareers.com
- Visit go.uic.edu/LASinternship for resources



Exploring Academic Credit Options

Starting Points

The College of Liberal Arts and Sciences (LAS) offer many different options to earn academic credit while participating in an internship. Eligibility for credit is dependent on your academic department and it is important to start by reviewing your course catalog and meeting with your departmental advisor to see what internship courses are available by department, understand the application process, requirements needed, and any restrictions.

Shared Requirements- LAS 289 and Department Internship Courses

- Can begin after completion of 30 credit hours at UIC
- Transfer students completed one semester of UIC grades (12-15 Credit Hours) to intern
- Minimum GPA of 2.5/4.0
- One internship taken per semester

Weighing Options - LAS 289 Internship Course

The LAS 289 internship course is available every fall, spring, and summer semesters for elective credit. LAS 289 could be an option for course credit or as an additional course experience. Consider if:

- Department course is not offered that semester (i.e. summer term)
- Department course has fixed credit hours and you are looking for flexible credit hours
- Department requirements are not yet met for course (pre-requisite course, class standing, GPA, etc.)
- Department does not offer an internship course
- You reached credit hours within major (i.e. limits for credit hours for independent study in major)
- Your internship is not related to major and looking to explore broader interests and experiences



Breaking It Down

COURSE DIFFERENCES

LAS 289

- Variable credit- 1-3 credits
- Academic credit toward graduation
- Approval by LAS internship staff
- Monthly seminar classes
- Course community of LAS majors
- Connect with career development professionals
- Development of professional identity and application of internship to goals
- Must have a minimum of 60 hours in internship over semester for each credit earned
- Can take LAS 289 more than once
- Valuable opportunity to gain experience while earning credit!

Dept. Courses

- Credit eligibility depends on department
- Academic credit may count toward major
- See departmental advisor for course approval process
- Range from independent study to weekly class sessions
- Course community of LAS major specific
- Connect with department faculty
- Specific focus of course content and assignments
- Contact hours in internship hours varies
- Ability to take course again will vary by department and requirements
- Valuable opportunity to gain experience while earning credit!



LAS 289 Internship Course

Application Process

1. Good to Go? Pre-Registration Checklist

- Created a resume and cover letter critiqued by UIC Career Services or Writing Center
- Reviewed general LAS internship general guidelines to check eligibility
- Reviewed eligibility and class expectations for LAS 289 internship course

2. Proposal Submission - LAS 289 Course

- Internship site should be secured along with site supervisor contact and internship details
- Fill out **LAS 289 Proposal Form** for review with resume and cover letter
- Internship should meet appropriate guidelines (i.e. job description, start/end dates, objectives)
- Indicate preferred LAS 289 section, number of credit hours want to take (1-3), and start and end dates of internship (must go full length of semester)
- Participate in LAS 289 Orientation Webinar
- Email complete proposal to **LASinternship@uic.edu** for review and approval
- Schedule advising appointment at student.las.uic.edu for questions or further proposal and course review

3. Registration and Course Commitment

- Mandatory attendance at scheduled internship seminars
- Course assignments, monthly reports, and final reflection paper
- Mid-term and final evaluation with site supervisor
- Upon proposal approval, you can proceed and register for LAS 289 at my.UIC.edu and select number of credit hours in student portal (1-3 credits)

4. Stay Connected! Participation and Support

- Mark your calendar for scheduled dates for internship and LAS 289 course
- Maintain communication with LAS internship program staff and instructor
- Seek out additional guidance with LAS internship program staff as needed
- Any questions? Contact **LASinternship@uic.edu!**

