

STEP ONE: ACADEMIC ADVISING

To be eligible for the internship program, you must meet department-specific academic requirements at time of application:

- GPA requirement (**see course description in your graduate catalog at <https://www.business.nova.edu/current-students/catalogs.html> for requirements**)
- Credit requirement (**12 credits not including Prerequisite course work**)
- Discuss deadlines impacting course registration and academic credit
- Refer to Career Development

Meet with your Academic Advisor to check your eligibility status and receive approval to move forward with the process. **International students must first check in with OISS to ensure other criteria have been met.**

You must initiate the internship process with your Academic Advisor no later than the specific date noted for the semester in which the internship is requested. Fall: July 20th, Winter: November 20th, Summer: April 1st. Internships are 16 weeks in the fall and winter semesters and 12 weeks during the summer. Internships registration must be completed no later than the add drop period for the start of the semester.

STEP TWO: HCBE CAREER ADVISING

Visit HCBE Career Advisor to:

- Develop a strategic search to identify an internship or review faculty suggested site
- Create and review resume, cover letter, and thank you letters
- Conduct mock interview and interviewing etiquette
- Receive internship site approval from Nick Escalante iescalan@nova.edu. (Student must provide internship offer letter, job description, and name of supervisor. International students must also submit internship agreement.)
- Refer to Academic Department
- Complete appropriate *Internship Waiver Form*, Age 18+ or Under Age 18, located at <https://www.business.nova.edu/current-students/internships.html#forms>

STEP THREE: ACADEMIC DEPARTMENT

Determine who your Academic Department Contact is by visiting <https://www.nova.edu/career/students/internships.html>

Speak with your Academic Department Contact to:

- Review internship site for academic alignment to your program
- Save internship materials provided by student to HCBE internship share drive
- Email the completed internship request form to the academic advisor listed on the request form

STEP FOUR: REGISTER FOR YOUR INTERNSHIP COURSE

Your Academic Advisor will contact you to complete your registration.

- International students must submit the CPT form along with documents to the advisor.

STEP FIVE: CAREER DEVELOPMENT FOLLOW UP (IF APPLICABLE)

If you are an international student, you will obtain the signed CPT form, from your academic advisor and follow up with Nick Escalante iescalan@nova.edu to obtain a signature. Once you have the completed form, you will follow up with the Office of International Students and Scholars.