Prior to Registering in the Internship Course

- Declared Degree/Major on Record
- Good academic standing
- Met the recommended requirements and pre-requisites for the internship
- Visit our website at easternflorida.edu/go/intern and submit “Student Internship Inquiry” under Student Information

Next Step

- Register into HSC 4851. If you need assistance with this, please contact Lisa Schuler at Schulerl@easternflorida.edu or call 321-433-5261
- Complete Internship Orientation course on Canvas and submit Quiz & Application

After Registering into the Course

- Submit to the Internship Representative
  - Resume/Cover Letter
  - Student Internship/Practicum Responsibility Agreement
  - Internship / Practicum Confirmation Site Confirmation form
  - Memorandum of Understanding

Additional Information

- Site Hours: 48 hrs./term
- Many sites require a Level 2 Background Check and a Drug Screening. The cost may be incurred at the student’s expense, approximately $150
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.

Completion of Internship

- Submit final documents to the Internship Representative
  - Hour Verification Log
  - Internship Site HOST Performance Evaluation
  - Student Worksite Review Evaluation

Cocoa Campus Career Center
Building 12, Suite 307
321-433-5261
schulerl@easternflorida.edu