

01

CHECK FOR PRE-REQUISITES

Go to the Wilkes University Internship website to check who your faculty coordinator would be and what course you would take. Then, check if there are pre-requisites or a class standing status in order to enroll in the "internship course." You can do this by looking at the course through the course bulletin list online. Google "Wilkes University Course Bulletin." Go to Bulletin>Undergraduate Bulletin>Degree Programs.

02

TALK TO YOUR FACULTY COORDINATOR

Reach out to your faculty coordinator and be sure that the internship opportunity is viable and related to your major! Your faculty coordinator may not be the same as your faculty advisor - find out on the Coop website, or ask a faculty member! Acquire the internship description and provide that to them and the Internship Coordinator.

03

GO TO WILKES.EDU/COOP WEBSITE

Click on "Apply for an Internship/Co-Op." You will find more detailed information about that registration process here. Please complete the 3 documents and attach them to the registration Etrieve form:
Data Form- Student intern fills out with their internship site supervisor
Academic Agreement Form- Student intern fills this out with their faculty coordinator
Internship Agreement Form- Student intern completes this and signs it on their own.

Ready to Register Your Internship? WHAT'S NEXT?

Determine if you need to register your internship for credit. There are a select number of majors in which an internship is required to be registered for credit. If you don't need an internship for credit, consider using it for experience and a resume boost!

Click the link / scan code to be directed to Wilkes University Internship Page!

[wilkes.edu
\(Registering your Internship\)](https://www.wilkes.edu/registering-your-internship)



04

WAIT FOR COURSE TO SHOW UP ON YOUR SCHEDULE

Once you have submitted the Etrieve registration form, it can take 3-5 business days for the courses to show up on your schedule. You will also be registered for CPE 300 Internship Paperwork (0 credits) which is a placeholder on D2L where you MUST submit your weekly timesheets. Familiarize yourself with CPE300 as there is a lot of important information.

05

ATTEND MANDATORY INTERNSHIP MEETING

Internship Meetings at the beginning of the semester are mandatory to help you fill out your paperwork and begin the internship process.

06

MEET WITH INTERNSHIP COORDINATOR

Make a one-on-one meeting with Internship Coordinator to discuss your internship and get to know one another.

Internships must be at least 10 weeks long

Most students need 150 hours/3 credits to complete their internship. (Accounting & Hospitality 170hrs/3 credits) Inquire about other circumstances

Be sure to register your internship before the semester it takes place. Internships cannot be registered for credit after they've already ended.

Visit Us!

Rear 236 S River St., Wilkes-Barre, PA. To the right of the Henry Student Center by the parking lot

Wilkes University

Contact Us!

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