

PART-TIME POSITIONS AS INTERNSHIPS

You cannot use your current job/position for an internship UNLESS your employer is willing to assign you additional duties and offer you mentorship that will provide you with an educational/learning experience (beyond simply completing your current duties). Many employers are willing to offer those extra duties, so don't give up just yet. You'll want to meet with some people at your work and ask them if they are willing.

APPROVING EXTRA DUTIES FOR INTERNSHIP CREDIT

If your employer is willing to work with you on those extra duties during the months of your internship, you'll want to discuss possible duties and mentorship with your employer. The internship application that you submit (onto our Handshake system) will include attachments that explain (a) your current duties/job description and (b) the additional internship description. I can help review the extra duties and compare them to your regular position, but you would still need to include the attachments as part of the actual application process.