



INTERNSHIP & COOPERATIVE EDUCATION CHECKLIST DOMESTIC STUDENTS

Internships & Co-op experiences allow eligible students to earn academic credit for work experience **related to their degree and/or major**. In order to ensure your registration process is as efficient as possible, please have all documents, including this checklist completed and signed prior to scheduling an appointment with a Career Advisor. You will NOT be able to register an internship for academic credit without these required documents.

STUDENT NAME: _____ STUDENT ID: @ _____

MAJOR: _____ TERM: _____

FACULTY ADVISOR APPROVAL

STEP 1: Verify whether or not you have *elective* credit(s) to apply toward an internship - (Faculty Advisor **MUST** sign)

Faculty Advisor Signature: _____	Credit(s) Available: (Advisor Circle One)	0	1	1 - 2	1 - 3
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Comments/Notes:

Professor to Grade Paper: _____

CAREER DEVELOPMENT STAFF APPROVAL

STEP 2: STUDENT & EMPLOYER review, sign, and date **Internship & Co-Op Agreement**

STEP 3: EMPLOYER review, sign, and date **Employer Waiver & Release**

STEP 4: STUDENT review, sign, and date **Student Waiver & Release**

STEP 5: Obtain a detailed **Job Description** from employer on company letterhead

STEP 6: Schedule an **Appointment** with a Career Advisor to register internship

CDC APPOINTMENT	DATE: _____	TIME: _____
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CDC Advisor Signature: _____

Internship Registration Deadlines are regularly updated on our web page: www.hpu.edu/cdc. It is students' responsibility to know the deadline to register, therefore, retroactive credits for unregistered internship hours will NOT be considered.

If you are unable to keep your appointment with CDC or if you are going to be more than 10 minutes late, please notify us at cdc@hpu.edu or call 544-0230 so we can reschedule. Students are NOT allowed to simply "drop off" forms.



INTERNSHIP & COOPERATIVE EDUCATION INFORMATION SHEET

General Eligibility Requirements

- Must be a degree-seeking student with an established GPA. **Undergraduate: 2.7** **Graduate: 3.0**
- Must have elective credit(s) within your degree program to apply your toward an internship/co-op.
- Experience gained through the internship/co-op must represent a learning opportunity relevant to your current course work.

INTERNATIONAL STUDENTS | Additional Eligibility Requirements

- Complete a Curricular Practical Training (CPT) Application Form.
- Must meet F-1 Visa Status for 9 months (2 semesters) prior to registration eligibility.
- Must be enrolled in a NON-ESL degree program.
- Must obtain CPT Authorization for ANY work done off campus – OISS will issue you a work permit.

Internship Standards	Co-op Standards
▶ Provides advanced, training-oriented professional experience	▶ Provides exposure to entry-level field or professional work
▶ Must be pre-professional, pre-managerial, supervisory, or technical	▶ Must be PAID

CREDITS / HOURS WORKED

PAID & UNPAID INTERNSHIPS	1 Credit = 40 Hours
	2 Credits = 80 Hours
	3 Credits = 120 Hours

NOTE: Undergraduates may apply up to 12 internship credits toward their degree plan.

Hospitality & Tourism Management (HTM) Majors

All HTM majors must complete 600 internship hours in order to graduate. Whether **PAID** or **UNPAID**, credits convert as follows:

1 Credit = 200 Hours	2 Credits = 400 Hours	3 Credits = 600 Hours
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Additional Student Responsibilities

- Complete the amount of hours registered to work.
- Track time logs and obtain supervisor's signature to submit to CDC upon completion of hours worked.
- Submit term reflection paper to Professor grading the paper.
- Complete Internship Evaluation Form.

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Career Development Center
 500 Ala Moana Blvd., Ste. 6-440, Honolulu, HI. 96813
Hours: Monday – Friday | 8:00am – 5:00pm
Email: cdc@hpu.edu **Phone:** 544-0230

ADDITIONAL RESOURCES FOR STUDENTS & ALUMNI

✓ Career Interest Advising	✓ Resume & Cover Letter Review
✓ Mock Interviews	✓ Personality & Interest Assessments
✓ Employer Info Sessions	✓ Handshake >>> internship & job management platform, FWS, Campus Jobs
✓ Leadership & Career Readiness Workshops	✓ Classroom & RSO Presentations