CFAN 3096: Arranging Credit for your Internship/Professional Experience

198 McNeal Hall (St. Paul) • 411 Bruininks Hall (Minneapolis) • 612-624-2710 • www.careerhelp.umn.edu • careerhelp@umn.edu

Secure an Internship or Professional Experience that Qualifies for Credit
For resources to help you search for an internship see http://www.careerhelp.umn.edu/jobsearch

Your experience will qualify if:
- You will spend more than 120 hours in the experience
  - At least 90 of these hours should take place during the semester you enroll in a Concurrent Enrollment course
  - At least 90 of these hours should take place over the summer if you enroll in a Deferred Enrollment course
  - Your hours should be spread fairly evenly throughout the semester
- You are completing a project, undertaking activities, or developing skills that are related to your major field or intended profession
- You have begun your experience no more than 6 months prior to the first day of the course
- You will be supervised by someone within your intended field or profession, who is not a member of your immediate family
- You will be able to attend the required in-person class meetings for the course

Determine When to Enroll in the Course

<table>
<thead>
<tr>
<th>If at least 90 of your 120 internship hours will be completed during:</th>
<th>Register for:</th>
</tr>
</thead>
</table>
| Summer 2017: June 1- August 31 | CFAN 3096- Summer Session Concurrent Enrollment  
Note: Summer tuition costs will apply.  
- **Section 001**, Meets 3:00-6:00pm on the following Mondays: 6/5/17, 7/10/17, and 8/14/17. |
| CFAN 3096- Summer Session Concurrent Enrollment  
Note: Summer tuition costs will apply.  
- **Section 001**, Meets 3:00-6:00pm on the following Mondays: 6/5/17, 7/10/17, and 8/14/17.  
- **Section 002**, Meets 3:00-6:00pm on the following Mondays: 7/10/17, 8/14/17.  
- **Section 003**, Meets 3:00-6:00pm on the following Mondays: 8/14/17, 9/18/17. |
| CFAN 3096- Fall Semester Deferred Enrollment*  
Note: Students will complete online orientation and reflection activities on Moodle during the summer, and enroll in a fall semester class that meets on the following days between 9/5/17-10/6/17.  
- **Section 001**, Tuesdays, 11:45am-1:15pm.  
- **Section 002**, Tuesdays, 4:05pm-5:35pm.  
- **Section 003**, Fridays, 10:40am-12:10pm.  
Registration deadline for all Fall Deferred Enrollment Courses: 7/7/17. |
| Fall 2017: September 1-December 31 | CFAN 3096- Fall Semester Concurrent Enrollment  
- **Section 004**, Meets 2:00-5:00pm on the following Fridays: 9/29/17, 11/10/17, and 12/8/17.  
- **Section 005**, Meets 4:00-7:00pm on the following Mondays: 9/25/17, 11/6/17, and 12/4/17. |
| Spring 2018: January 1-May 31 | CFAN 3096- Spring Semester Concurrent Enrollment  
- **Section 001**, Meets 3:00-6:00pm on the following Mondays: 2/5/18, 3/26/18, and 4/30/18.  
- **Section 002**, Meets 2:00-5:00pm on the following Fridays: 2/9/18, 3/30/18, and 5/4/18.  
- **Section 003**, Meets 2:00-5:00pm on the following Fridays: 2/9/18, 3/30/18, and 5/4/18. |
GoldPASS Learning Agreement Instructions

Once you’ve obtained an internship that meets the requirements for CFAN3096, carefully follow the Internship Agreement Instructions listed below to gain approval to take the course. The Learning Agreement will be routed for approval to your internship site supervisor and the Internship Coordinator in Career & Internship Services.

1. Log into (or create) your GoldPASS account at http://goldpass.umn.edu.
2. Select “Internship Agreement Form” on the left column.
3. Click on the “Other” tab.
4. Complete all required fields, including full position description (you may need to obtain one from your internship site).
5. Under Internship Information, provide or select the following information:
   a. Faculty Advisor: Career & Internship Services Staff
   b. Number of Credits: 1
   c. Term you will receive credit: Fall, Spring, or Summer (select term that aligns with your enrollment plans)
   d. Course Number: CFAN3096
   e. Section Number: Type in your preferred section number
   f. Internship Documentation: Presentation, Small Assignments
   g. Learning Goals: Type in: “To Be Determined.”
6. Submit form
7. The form will be electronically routed for approval to the site supervisor you provide and the Internship Coordinator in Career & Internship Services. Tell your site supervisor to watch for the e-mail, requesting their approval of the agreement. Be sure to allow time for the approval process prior to the beginning of the course. Be advised, this can take a week.
8. As soon as approvals are received, you will be sent a permission number by email that will allow you to register for the course.

Note: Dual-degree students enrolled in two different colleges must email careerhelp@umn.edu after submitting this form to let us know. Failure to do so may result in a delay in processing your agreement.

Important Note for Summer/Fall students: You must complete required summer activities, which begin in May/June.

Students who are undertaking experiences/internships in the summer and plan to take the deferred enrollment (fall) courses must complete several activities by deadlines throughout the summer. These activities include an online orientation, approval of learning goals, participation in mid-term evaluations and an informational interview.

Details about how to complete these activities will be available in moodle as soon as you have registered. Failure to complete activities by deadlines will impact your final grade.

Questions?
Contact Career & Internship Services if you have questions about the registration process at careerhelp@umn.edu or 612-624-2710.
View an electronic version of this form here: www.careerhelp.umn.edu/cfan3096