



**Belmont Abbey**  
**COLLEGE**

### INTERNSHIP PROCESS

1. To begin the internship search process, log in to Handshake at [joinhandshake.com](https://joinhandshake.com). Do not **sign up**; just **log in** with your Belmont Abbey email and password. You will be prompted to set up your profile and complete all fields. Then begin your search for an internship. Also, alert Career Services that you are starting your search so that we can inform you of additional opportunities.
2. Once you have found an internship, complete the internship agreement. Contact [careerservices@bac.edu](mailto:careerservices@bac.edu) for instructions. The internship agreement must be completed before the class registration date for the upcoming semester. Note: For a fall internship, complete the agreement no later than March of that year. For a summer internship, complete the agreement no later than February. For a spring internship, complete the agreement no later than October.
3. Complete all fields of the internship agreement. Consult your internship employer to discuss the details of the learning agreement (i.e., internship position description) and document that portion of the agreement in as much detail as possible.
4. Upon signing the internship agreement, you agree to fulfill the duties and responsibilities outlined by your internship employer to complete the internship. You also agree to complete any academic requirements specified by your academic department internship advisor.
5. Four signatures are required at the bottom of the internship agreement. They must be obtained in this order: your signature as the intern, the internship employer's signature, BAC Career Services & Internship signature, and your academic department internship supervisor's signature.
6. Return the signed internship agreement to the Belmont Abbey College Career Services and Internship office. At that time, Career Services will submit to the registrar a request to register you for the internship class that provides the academic credit required by your degree. Your internship class will show in Self-Service within 24 hours, along with your other classes for the next semester.
7. Begin your internship at the start of the semester for which you are registered. Each credit hour of internship requires 40 hours of work with the site internship employer. You must fulfill all the necessary hours to receive academic credit for your internship. You will be required to submit a log of your internship work hours and will receive instructions from the Career Services and Internship office about this process.

**The Center for Student Excellence in Life and Calling**

**Academic Advising & Career Development**