

NORTHERN VIRGINIA COMMUNITY COLLEGE
STUDENT INTERNSHIP PREPARATION TIMELINE

The following table outlines the major activities and timeframes for a student to enroll in an internship and earn academic credit. Academic credit cannot be earned or applied retroactively after an internship has begun or been completed. Students should start preparation in the semester prior. Institutional and employer host site roles and responsibilities are also taken into consideration in these timeframes.

Number of weeks before Internship start									
Approval Process to Earn Internship Course Credit	10	8	7	6-5	4	3	2	1	Start
Contact Faculty Advisor/Department for verification of program requirements and academic eligibility to enroll in a coordinated internship course, if seeking academic credit.***									
Access NOVA Career Connection at https://www.nvcc.edu/career-services/career-connection.html to create or upload a resume and search for internships.									
Apply for internships, participates in interviews, and secure an internship opportunity. Students can seek guidance from a Faculty Advisor or Campus Advising office.									
Once an internship offer is secured, obtain a job description from the employer. Student must provide this to their Faculty Advisor/Department for approval that the internship will support academic standards.									
Student completes the Coordinated Internship Forms/obtains the Employer Supervisor's signature. https://www.nvcc.edu/forms/ : Course Request and Authorization; Release of Information; Internship Organization Sponsorship Agreement									
Student submits all completed/signed internship forms to Faculty Advisor/Department for approval									
Academic Program or Division issues final approval and assigns a Course Instructor									
If the course is not already scheduled: Academic Program or Division contacts Registrar to register student for the designated number of credits in the Coordinated Internship course and notifies student to pay for the course within 24 hours.									
Student contacts Course Instructor to discuss course requirements and expectations prior to beginning internship.									

F-1 students should start the process an additional 2 weeks earlier.

Students eligible for CPT Work Authorization must contact the campus International Students Office to initiate the CPT Work Authorization process, **which can take up to 10 days**, in addition to completing the above approval process. F-1 visa status students are not allowed to begin working in a paid internship until they have received their approved CPT Work Authorization.

***Students who want to complete an internship but do not want academic credit may do so at any time. They may still seek out guidance from a Faculty or Career Advisor but approval is not required. Using *Career Connection*, search for and apply to internships, participate in interviews, and secure an internship opportunity directly with an employer.