

Basic Criteria: Minimum 2.5 overall GPA, at least 30 credits completed. Some departments have additional requirements. Transfer students need to complete one semester at SHU.

*Internships are a minimum of **15 hours** per week for at least 10 consecutive weeks. The Career Center supports both credit and non-credit internships.*

1. **Read, complete, and submit the required [Student Agreement](#).** You only need to complete this once.
2. **Create a Resume!** Review the Career Guide and other resume samples. Sign up for a [Resume Writing Workshop](#).
3. **Schedule an appointment** with your Career Advisor to have your resume approved. Call 973-761-9355 to schedule an appointment.
4. **Search and Apply!** Use Navigator, CareerShift, LiquidCompass, and other online websites to find and apply for internships.
5. **Practice Interviewing!** Schedule a practice interview with a career advisor, use the [Big Interview practice tool](#), or attend an [Interview Skills Workshop](#).
6. **Record Your Internship [by submitting this form](#)!** As part of the Seton Hall University Internship Program, you need to record your internship, regardless of the source of the internship or whether or not it is for academic credit.
7. **If you want to take an Intern Course to Earn Credit:** Meet with your Career Advisor to ensure that your internship meets the guidelines for your major.