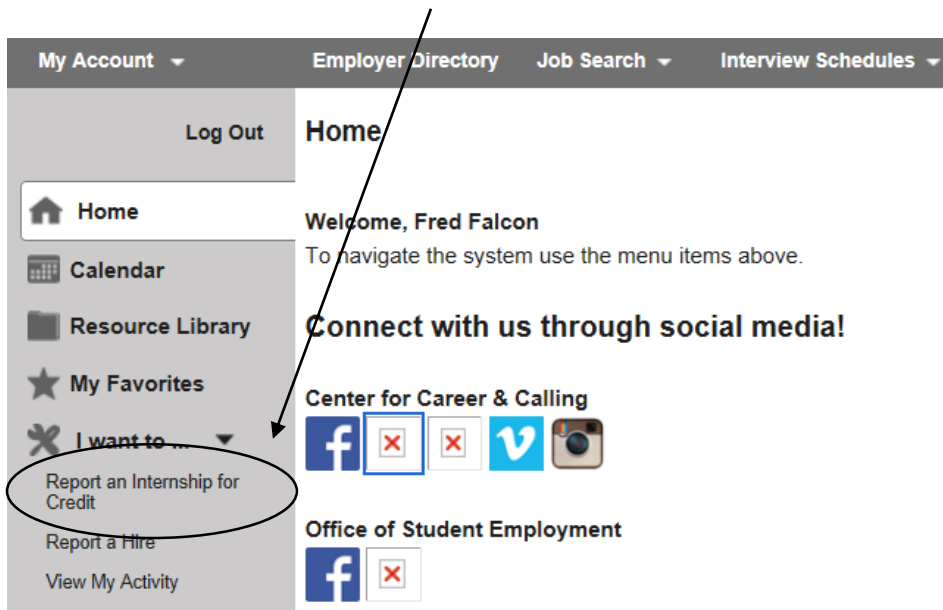


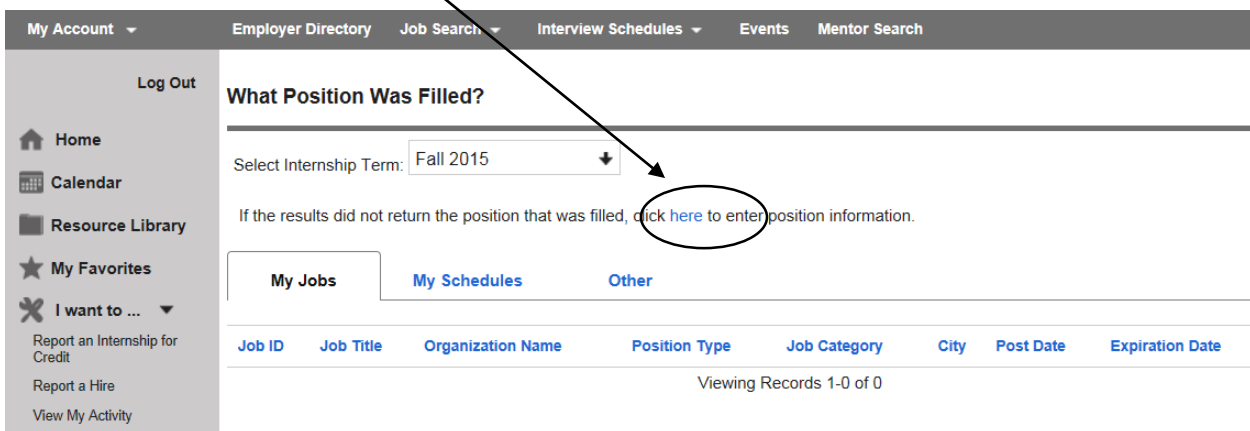


## Registering an Internship for Credit through SPULink

1. Login to SPULink
2. Click on "Report an Internship for Credit"



3. Select the internship term and confirm that the position listed in "My Jobs" is your internship. If it is not listed, click on the link and enter the information.



4. Complete the **Timeline** and **Internship Information** in the form that follows. Have the *Internship Learning Form Worksheet* that you completed with your faculty sponsor open so you can complete the form before it times out. Electronically sign and save.

**Miscellaneous Information**

Please click here to review the [Academic Internship Agreement](#), which describes the responsibilities of SPU, the student, and the organization offering the internship.

\* As a student registering for an internship, I express agreement to the terms of the Academic Internship Agreement by selecting "I agree" and clicking "Save.":

5. After your Internship Learning Form is approved, it will be electronically routed for electronic signatures from your Faculty Sponsor and Internship Site Supervisor before it goes to Student Academic Services for registration.
6. You can check the status of your Internship Learning Form by clicking on "View My Activity" and then clicking on "Internships" and "view".
7. Below is what it looks like right after it was submitted. When it is approved it will say "yes" under "Work Flow Initiate" and when you are successfully registered it will say "yes" under "Work Flow Complete".

Log Out

- Home
- Calendar
- Resource Library
- My Favorites
- I want to ...
  - Report an Internship for Credit
  - Report a File
  - View My Activity

Approval Work Flow					
Work Flow Initiated:			Work Flow Complete:		
No			No		
Status	Deadline	Viewed	Action Date	Email	Initials
No records to display					

REMEMBER! Your internship must be registered by the 10<sup>th</sup> day of the quarter! Your faculty sponsor and internship site supervisor need to sign PROMPTLY! Don't hesitate to contact them if they have not electronically signed BEFORE the 10<sup>th</sup> day of the quarter. NO EXCEPTIONS!