

Academic Internship REGISTRATION PROCESS

DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

To participate in an Internship for academic E360 credit, follow these steps:

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources (in Segal Hall):
 - Explore career pathways to help determine E360 opportunities that may assist you achieve your post-graduation goals.
 - Prepare your resume; meet with an Experience360 Staff to review and edit
 - Log into an ExperienceLink account via www.delval.edu/experiencelink (CSPD's web-based job posting system)
 - Upload your updated resume – once uploaded, you can apply to positions and sometimes, employers will view resumes via our Resume Book to recruit you specifically. This is also a great way to externally save your resume for safe keeping.
2. Explore and apply to opportunities via:
 - CSPD leads via [ExperienceLink](#) postings
 - Click on the *Jobs* section at the top toolbar. Make sure to look at the *DelVal Jobs* section which features positions from employers who post specifically to DelVal students and grads.
 - CSPD recruiting and networking events
 - Meet with an Experience360 Staff to discuss networking and outreach opportunities
 - Consult with additional networking resources for potential leads:
 - Academic Advisor, Department Chair and Faculty Members
 - DelVal staff
 - Classmates and upperclassmen
 - Alumni – check out the Official Delaware Valley University Alumni & Student Group on LinkedIn
 - Personal contacts and networking
3. Apply for Academic E360 Credit during the course registration period
 - *Review Internship Policies and Guidelines*– make sure to check out the prerequisites to make sure you meet the requirements!
 - If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements
 - Meet with your Internship Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
4. Log-on to [ExperienceLink](#) to complete the Activity Application Form via the Experiential Learning module.
 - You must review and comply with all Internship Program, Delaware Valley University and Employer site policies, procedures and expectations. Your signature on the Application indicates that you understand and agree to Internship and University policies.
 - Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
 - Once approved, you will then be registered for the course in Self-Service.

Deadlines: End of the Add period of term registering (see [Academic Calendar](#))