

## What is the Career Development Center and how can they help you?

Bethany's Career Development Center provides students with the resources and guidance necessary to successfully manage their career and employment opportunities. Offering a helpful link for students between coursework and the possibilities that await them in the workplace and the community, the Career Development Center actively assists students and alumni to find rewarding and fulfilling vocations or to prepare for graduate school.



Let us know if you have any questions!

**Bethany**  
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# Internship Registration Guide

**Bethany**  
LUTHERAN COLLEGE



blc.edu/career-development



## STEPS TO BEGIN

1. Situate an internship including interviewing and securing a list of responsibilities from the employer.
2. Develop learning objectives and then meet with your faculty advisor to look over them.
3. Complete this [internship registration form](http://blc.edu/career-development) which can also be found online by going to our website ([blc.edu/career-development](http://blc.edu/career-development)) and clicking "Internship Form" under "resources for students" on the right hand side (see section on "completing the registration form" to the right of this text).
4. ***Please note that only dates within the semester will be approved. Sign up must be completed by Midterm.***
5. Once completed, the form will be electronically sent to your faculty advisor, your internship site supervisor, and the Career Development Center Director for approval.
6. The registrar will then enroll you in the appropriate course.

## COMPLETING THE REGISTRATION FORM

You will need your BLC email first. Plug in the mascot name "Halvar". Check that you have the correct email address entered. Once you confirm, check your BLC email for a confirmation email and click "continue internship registration". Check your spam if you do not receive it within a couple of minutes, if not in there then you likely entered your email wrong... start the process over.

Check over the student internship agreement and responsibilities. Now you can start completing the form (see "information you'll need on hand" on the right).

Once completed, submit the form. After all approvals have been obtained (see waiting for approval section), the Registrar will complete registration of your internship.

*The biggest issue we have found preventing approval is that students put in a course # that does not correlate with the learning objectives.*

## WAITING FOR APPROVAL?

Each time an approval is obtained you will receive an email. Therefore, if you have not been notified within a week or so that your advisor has approved the form, check in directly with them about it. It will go in this order: Advisor, Site Supervisor, Career Development Center, Registrar.

## INFORMATION YOU'LL NEED ON HAND.....

- Your student ID #
- Internship Course #
- Business/Organization Name/Address
- Site Supervisor Name/Email/Phone
- Internship Title/Role
- Internship Start and End Dates
- Paid or Unpaid?
- Description of your duties/responsibilities
- Description of your academic learning objectives and how they will be addressed



**LINK TO  
INTERNSHIP  
REGISTRATION  
FORM**