Graduate Students: How to Register Your Internship on SPEACareers

**Step 1:** Go to SPEACareers.indiana.edu. Click “Student Login”

**For Students**

Log in to post your resume, RSVP for upcoming events, see our calendar, register your internship, and apply for career opportunities.

**Step 2:** Enter your IU login information

**Step 3:** You’re in! Click on “Internship Paperwork” in the bottom right of the page

**Step 4:** Click “Add New Experience”
Step 5: Fill out the form and click “Submit” when you are ready for us to review it! If you do not know your supervisor yet, use the general HR contact (email the CDO when you have an updated contact that can serve as your direct supervisor).

Step 6: Allow 7-10 days for processing. In the late spring, be aware that there may be a slight delay. If there is a time-sensitive matter, please contact the CDO.

**Things to Remember:**

- Once your form has been submitted, the Career Development Office will review the internship. If approved, permission will be given to register for the SPEA-V585/E589 or AADM-Y750 internship course. Hours worked will not begin counting until the internship has been approved!
- **MPA/MSES** students must complete 120 hours at their internship site to complete the requirement. Students may choose to register for 0-6 credits of V585/E589 (depending on the internship hours). The first 0-1 credits requires 120 hours, and each additional credit requires 80 hours.
- **MAAA** students must register for at least 3 credits of Y750, and complete 280 hours at their internship site to complete the requirement.
- The internship must be a professional experience. If you are unsure if your internship qualifies, please contact the CDO.
- In order to complete your internship you must submit two documents at the end of the internship, a self-evaluation and a program evaluation. These evaluations are available under your internship entry in SPEACareers.
- We will contact your supervisor to complete their evaluation. Please be sure to list a supervisor who can evaluate your performance *and* attest to your hours.
- An internship is not considered complete until all hours are completed and all documentation is submitted. Once your internship is complete, your grade will be changed.
- If you wish to utilize postgraduate work experience to fulfill your requirement, it is your responsibility to get this approved. You will need to discuss this with the Masters Program Office.

**SPEA Career Development Office – SPEA 200 -812-855-9639 – speacare@indiana.edu**