Undergrads: How to Register Your Internship on SPEACareers

**Academic Eligibility:** A student must meet the following requirements to be academically eligible for their internship:

- Admitted to SPEA
- Academic good standing, (2.0 cumulative/ 2.3 SPEA)
- Successful completion of V252/H267: Career Development and Planning

**Internship Approval Steps:** You must complete the internship approval form before you are permitted to register your internship for credit. *SPEA policy states that your internship MUST be approved prior to counting any hours toward your requirement.*

**Step 1:** Get an internship!

**Step 2:** Go to speacareers.indiana.edu. Click “Student Login”

**Step 3:** Enter your IU login information

**Step 4:** You’re in! Click on “SPEA Internship Paperwork” in the bottom right of the page
Step 5: Click “Add New Experience”

Step 6: Fill out the form and click “Submit” when you are ready for us to review it! Please be sure to list a supervisor who can evaluate your performance and attest to your hours.

Step 7: 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 email speacare@indiana.edu or stop by the Career Development Office (CDO).

Step 8: Once your internship has been approved, you will need to register for SPEA V381/H466 using the Student Center via One.IU. This course counts as 1 credit hour and will be assessed for tuition.

Important Information:

1. In order to earn the required credit for your internship you must complete at least 120 hours, have your internship supervisor complete the appropriate evaluation forms (mid-term and final) and actively participate in the Canvas coursework. Canvas assignments will be short and focused on assisting you in completing a successful internship.

2. If you qualify and are interested in earning elective credits beyond the 1 credit for your required internship, please indicate so on your internship approval request and complete the Elective Credit Request Form (located on the SPEA website). Each additional elective credit requires 80 hours beyond your initial 120 hours for V381, must be approved through your academic advisor, and will be assessed for tuition.

SPEA Career Development Office – SPEA 200 – speacare@indiana.edu