

Steps to follow in order to register an internship for credit:

1. Talk to someone at Le Moyne about it – either your department faculty internship supervisor or Leslie Streissguth and Career Advising Office (careers@Lemoyne.edu, streisl@lemoyne.edu)

2. Do you have a Faculty Supervisor?

Yes

No

Go to [faculty internship supervisors](#). Set up an appointment to talk with the supervisor.

Go to step 3.

3. Obtain a syllabus for the internship from the Faculty Supervisor.

4. Complete [Internship Proposal Form](#) (IPF) part 1 & 2. Email IPF to Leslie Streissguth & (CAD) to determine if MOU* is needed. Copy the Faculty supervisor on the email. If you are being paid for the experience, see below**

5. If MOU is needed, CAD will reach out to internship site to establish paperwork.

6. CAD will share completed MOU with faculty supervisor and you.

7. Once the MOU is in place, you complete Part 3 of IPF with signatures from yourself, the department chair, and the faculty supervisor. You cannot register without an MOU.

8. When steps 1-7 are complete, you should ask the Faculty Coordinator to request internship registration by submitting syllabus and IPF via email to the:

- Academic Dean
- Assistant to the Dean (Melissa Short, Arts and Sciences; or Dale Wilson, Madden School of Business)
- The Registrar (Katie Roberts)
- Leslie Streissguth and CAD

no later than the Add/Drop deadline for the semester

You will be registered for your internship!

*MOU = Memorandum of Understanding. This is an agreement between the internship site and Le Moyne.

** Academic internships are generally understood to be unpaid experiences. By NYS DOL Law, a student whose responsibilities advance the operations of an organization or complete work that a regular employee would routinely perform must be paid. By the same token, NYSED regulations clearly state that the primary purpose of the internship is not to advance the operations of the internship site/employer or to complete work that a regular employee would routinely perform. Therefore, a student can receive remuneration for value-added work of a consultative nature on a short term basis as long as the responsibilities do not advance the routine operations of an organization or complete work that a regular employee would routinely perform.