HDFS Guide to the Internship Process

**Required items prior to Internship.**
See Timeline below, for completion framework.

1. Prerequisite HDFS 300
   ▶ Career Map
   ▶ Resume using Career Services
2. Obtain an Internship with approval
3. Complete Internship Application Packet
4. **When**: Completed during two semesters of senior year
5. **Credits**: HDFS 498 - 3 credit hours (allowed, 6 credits max.) HDFS 499 - 3 credit hours max.

**Credit Hours/On-site Hours** (must be a ratio of 45 on-site hours per credit hour).

<table>
<thead>
<tr>
<th>On-site Hours</th>
<th>45</th>
<th>90</th>
<th>135</th>
<th>180</th>
<th>225</th>
<th>270</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Hours</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

**Timeline**
Before internship:
- Site selection: (approval needed)
  ▶ Student interest
  ▶ Quality of program

- Complete Internship Application Packet
  ▶ Found at [https://integrative.gmu.edu/programs/la-ba-hdfs](https://integrative.gmu.edu/programs/la-ba-hdfs)

Once registration opens and tasks above are completed:
- Register for course after permission is obtained
- Unless otherwise approved, start date **cannot** be earlier than the first day of class for the semester you are enrolled and must be completed by the last day of class for the same semester.

**Internship Application Deadlines:**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Submission Closes</th>
<th>Internship must begin on or after</th>
<th>Internship must end by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2022</td>
<td>August 8, 2022</td>
<td>August 22, 2022</td>
<td>December 5, 2022</td>
</tr>
<tr>
<td>Spring 2023</td>
<td>January 6th, 2023</td>
<td>1st day of the semester (exact dates TBD)</td>
<td>Last day of the semester (exact dates TBD)</td>
</tr>
<tr>
<td></td>
<td>*Applications will be accepted during winter break; however, the university is CLOSED Dec 20 - Jan 3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer 2023</td>
<td>May 1, 2023</td>
<td>1st day of the semester (exact dates TBD)</td>
<td>Last day of the semester (exact dates TBD)</td>
</tr>
</tbody>
</table>