St. Petersburg College
Student Internship Checklist
Human Services A.S. Degree (HUS-AS)

HUS 2949 Co-op Work Experience in Human Services- 3 credits

This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. (Note: This course may be taken up to 4 times for a total of 12 credits.)

Before you are enrolled in the internship course, you must meet the following requirements:

☐ Satisfy all Social & Human Services AS degree General Education requirements*
☐ Completion of all Social & Human Services Major Support and Core Courses*
☐ Complete the Internship Application before the application deadline.
☐ Secure an internship related to your major
☐ Submit internship placement details using this form.
  Once your placement is approved, the Human Services program office will register you for the internship course.

*The Co-Op course should be taken in your final semester of the program, and it can be taken with other final courses needed to graduate

For support locating an internship:

☐ Send your resume to your campus Career Readiness Navigator for review
☐ Complete your profile in HireSPC Titans (See tutorial on How To)
☐ Complete the following Career-Readiness workshops: Resume Development, Interview Preparation, **LinkedIn**, and How to get hired.
☐ Contact Career Services on your home campus

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