DAEMEN
U N I V E R S I T Y

Career Services
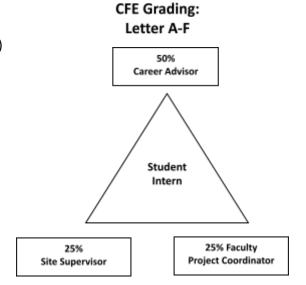To prepare and empower you to achieve your career goals.

Career Field Experience (Internship) Overview for Students

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting.

PRE-REQUISITES:

1. CFE 97 Career Prep Seminar - 0 Credit (or CFE 101)
   - ✔ Pass/Fail (Online course + arranged mock interview)
   - ✔ Available through Blackboard all semesters
2. Must have second year status
3. Minimum GPA requirement (differs by major)

CAREER FIELD EXPERIENCE:

Summer: CFE 300/400
Fall: CFE 301/401
Spring: CFE 302/402
Intersemester: CFE 303/403

HOURS:

1 Credit   =   40 hours
2 Credits =   80 hours
3 Credits = 120 hours
4 Credits = 160 hours
5 Credits = 200 hours
6 Credits = 240 hours

**CFE Grading:
Letter A-F**

- 50% Career Advisor
- Student Intern
- 25% Site Supervisor
- 25% Faculty Project Coordinator

WHERE TO LOOK FOR INTERNSHIPS:

1. Register your Wildcat Works - Handshake account:
   a. Complete short survey upon registering so Handshake can personalize your experience
   b. Click MY PROFILE tab and fill out your personal, academic, and career info for employers to view
2. Ask your Career Services Advisor and faculty for suggestions
3. Attend Daemen College events and workshops
4. Attend networking events on and off campus
   this in NOT a placement process, you will partner with your CS Advisor to find & secure an internship

REGISTRATION PROCESS FOR CFE 300-400:

Before any internship will be approved by the Career Services office, it must first be discussed and approved by the student's faculty advisor and confirmed with the site location. Once confirmed, follow these steps:
1. Add CFE 300/400 course (corresponds with semester above) to worksheet on webadvisor
2. Request course approval from with Faculty Advisor (approved on WebAdvisor worksheet)
3. Student must retrieve a permission form from Career Services, have it signed by their CS Advisor and then take the signed copy to the Registrar's office in DS 120

MANDATORY MEETINGS:

1. Attend Orientation Session before beginning on-site hours - email will be sent out before semester starts
2. Meet with the Faculty Project Coordinator to discuss project
3. Mid-term meeting with CS Advisor
4. Meet with your Site Supervisor to discuss Student Intern Performance Evaluation and gain physical signature