# ITR Internship Program

**NEXT STEPS TO APPLY AND RECEIVE FREE ELECTIVE CREDIT**

1. **SET UP AN APPOINTMENT**
   Meet with your academic advisor to determine how many free elective credits you are able to earn.

2. **COMPLETE THE FOLLOWING**
   - **Application Quiz**
   - **URI Conduct Form**
     (login using your single sign-on login)

3. **ACCEPT & COMPLETE**
   Once you have secured and accepted an internship you will complete the **Secured an Internship Form**.

4. **COMMUNICATE WITH SUPERVISOR**
   Send your internship supervisor the **Internship Description Form** link.

5. **APPROVAL & REGISTRATION**
   Once all forms are approved by your Career Education Specialist they will be in touch within 5 business days regarding registration.
   - Need a refresher on the ITR Internship Program? Review the **ITR Internship Program Module**.

6. **UTILIZE THESE SEARCH RESOURCES**
   - **Handshake**: Search for roles by using keywords related to your major.
   - **Job & Internship Search Module**: Review generalized search strategies.
   - **URI Career Cluster Resource Page**: View your career cluster for individualized resources.
   - **Contact Organizations Directly**: Know what you want? Contact them!
   - **Networking**: Reach out to those who may be able to help connect you.

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**QUESTIONS? CONTACT YOUR CAREER EDUCATION SPECIALIST**