



HOW TO USE THE INTERNSHIP PORTAL

STEP-BY-STEP INSTRUCTIONS ON ACCESSING THE INTERNSHIP PORTAL

- Go to the School of Public Health Office of Career Services website: careers.publichealth.iu.edu
- Click on the menu item **Resources**.
- Refine your search results by clicking the button labeled **Internships**.
- Click on the Resource called **SPH Internship Portal**.
- After clicking on this link, you will be asked to login using your IU username and password.
- After logging in, you will have to select the appropriate course that applies to your major. If you are not sure which course to choose, ask your advisor for assistance on selecting the correct course. It is important to select the correct course number because the requirements vary by course & major.
- Now you will be at the SPH Internship Portal with step-by-step instructions (see sample below) of what needs to be completed before, during, and after your internship.
- You can also click on Search Internship Experiences to access a database of previous student internships. This can be very helpful when exploring your internship options.

The screenshot shows the 'Internship Portal' page for Indiana University Bloomington. At the top, it displays the university logo and name. Below that, the 'SCHOOL OF PUBLIC HEALTH Bloomington' is identified. The main heading is 'Internship Portal'. A red banner contains instructions: 'Instructions: Select your course in the drop down box below and click the Select button. The resources for that course will display below. You may change the course in the drop down box to see different resources.' Below the instructions is a dropdown menu labeled 'Select Your Course:' with the text '--- Choose an option ---' and a 'Select' button. The selected course is 'P448: Internship in Exercise Science/Fitness'. Below this, a flowchart illustrates the process in three stages: 'BEFORE', 'DURING', and 'AFTER', connected by red arrows. The 'BEFORE' stage includes: Step-by-step instructions BEFORE internship, Search Internship Experiences, Read Manual, Review Guidelines, Make appt with coordinator, and Complete REQUIRED forms. The 'DURING' stage includes: Step-by-step instructions DURING internship, Records hours on log sheet, Create your portfolio, and Complete midterm evaluations. The 'AFTER' stage includes: Step-by-step instructions AFTER internship, Complete final evaluations, and Schedule and complete exit interview. The footer of the page contains the university logo and the text: 'School of Public Health-Bloomington | Copyright © 2012 The Trustees of Indiana University'.