Eagle Career Network Procedure for Students

This will be a multi-step process requiring communication between us, as outlined below. To register your internship on Eagle Career Network, please follow the directions. Email icp@fgcu.edu for assistance or with questions.

<mark>*Registering your internship (beginning of semester):*</mark>

1. *Log into Eagle Career Network using your FGCU credentials.*
2. *Click on the "Internship Registration & Tracking" option in the menu on the left hand side of the page.*
3. *Click on the blue "Add New" tab on the left on the "My Account" page.*
4. *Enter the correct "Term" for your experience.*
5. *Select "Internship" in the drop down under "Experiential Learning Type". (This will generate a special form for internships only.)*
6. *Complete the rest of the form including 3 Learning Objectives. The first is visible. You will need to click on the "Add Learning Objective" tab twice more to add the other two.*
7. *When the form is completed, click on the "Submit" button at the bottom of the page. Your registration is now pending and will need to be approved by our office before your hours can be entered.*

<mark>*Verification of hours (end of semester):*</mark>

At the end of the semester and/or your experience, you will input your total number of hours by the deadline given by your instructor.

1. *Log into Eagle Career Network.*
2. *Clicking on the "Internship Registration & Tracking" option.*
3. *Find your internship entry and click on the "Track Hours" option.*
4. *Scroll down the page until you see the blue "Add Hours" tab.*
5. *Click on that and enter the date range of your internship, the total number of hours worked, and a brief description of tasks.*
6. *Reach out to icp@fgcu.edu to let us know that you have entered your hours.*
7. *An email to the supervisor listed will then be sent out by our office to verify your internship hours. (Please double check the email address to make sure that it was entered accurately.)*
8. *Someone from our office will reach out via email to let you know that the email was sent.*
9. *Please follow up with your supervisor to make sure that the verification email was received.*
10. *Once the hours have been verified, you will be all set for your course!*