

To use an existing job as your required internship credits:

- An initial conversation must be had with the Tabor Internship Coordinator to gain approval.
- You must have a supervisor at the site who can serve as your coach/mentor throughout the internship. Your supervisor cannot be an immediate family member.
- Your internship duties/scope of work must not be directly related to your current job duties/scope of work and must align with your major and associated learning objectives for the internship.
- Internship paperwork must be completed as normal with the Tabor Internship Coordinator.
- University and Tabor Internship Guidelines must be followed, including working the minimum of 120 hours (40 work hours per 1 credit hour).
- *If you own your own business, discuss opportunities with the Tabor Internship Coordinator.*