The SoC Internship Program is... an opportunity to have the work you do during your internships reflected on your transcript. You can participate year-round. And it is available to SoC majors and minors and required for the following graduate programs: MSLCE, MSHC, MFA Writing, MFA Doc and MSAI.

Before you start! Make sure you have the following:

- An offer letter. It can be in the form of an official letter or an email.
- A job description of your internship responsibilities.

Step 1: Register your Internship
Near the bottom of your homepage in SoConnect, under the "SoC Internship" block, select "add SoC Internship".

Step 2: Select the quarter
Select the quarter you will be participating in the internship, not the current quarter.

Step 3: Tell us about your internship
You will be asked for information on the employer and for your supervisor's contact information.

Step 4: Upload documents and Submit!
Upload your offer letter and job description for review.

We will take it from here! During this time EPICS will review your internship record. After confirming it matches the requirements, EPICS will register you for the associated internship course.

What can you expect from EPICS during your internship:
- Midterm and Final Evaluations- these will gauge your progress and provide an opportunity to check-in on your experience.
- Support and Career Advice- EPICS can answer any questions or address issues during your internship.

Contact Us:
Any issues or questions? Our office is available Monday – Friday 8:30 AM to 5:00 PM. Phone: (847) 467-0270   Email: epics@northwestern.edu