

Setting up an Internship

Discuss your interest in an internship with your Academic Advisor or Dept. Chair.

Meet with the Director of Internships & Career Services,
Griffin 70, Ext 6695.
Pick up the Student Internship Handbook.

Prepare your resume and
cover letter.

Research and develop ideas for your internship.
Helpful sources may include:

- Cardinal Job/Internship LINK
- List of previous internship sites
- Brainstorming sessions with department faculty, family and Dir. of Internships & Career Services

For credit internships, select a faculty internship supervisor. All internships must be directly related to your major field of study to be eligible for academic credit. Check with your faculty internship supervisor if you have questions about a certain internship qualifying for credit.

Schedule and go to internship interviews

Get your internship!

THESE STEPS ARE REQUIRED TO FORMALIZE YOUR INTERNSHIP

Get your faculty internship supervisor's signature on the Registration Form and Learning Contract Cover Sheet.

Finalize your Learning Plan with your site supervisor and faculty internship supervisor.

Submit all forms to the Internship Office before you start your internship.

Start your internship!

During your internship, complete all requirements outlined in the Student Internship Handbook.