

INTERNSHIP PREPARATION GUIDE

For rising juniors and seniors

FIND AN INTERNSHIP

- Start searching early, at least 3–6 months ahead. Some sites have application deadlines or require background checks, while many healthcare sites require affiliation agreements
- Use the Career Development Office, faculty, LinkedIn, and company websites
- Look for internships that match your major, interests, and career goals
- Update your resume and prepare a cover letter you can customize
- Keep track of applications, deadlines, and follow-up dates

REACH OUT TO A SITE

- Students may choose to call, visit, or email the internship site. introducing yourself and your college
- Explain why you are interested in the organization
- Highlight your skills, classwork, or experience that connect to the internship
- Attach your resume and any other requested documents
- Follow up politely if you do not hear back after 1–2 weeks

REGISTERING FOR YOUR INTERNSHIP

- 1 Secure an internship site early. Do not wait.
- 2 Register for the appropriate internship course during advising and registration.
- 3 Connect with the faculty supervisor for your internship course.
- 4 Complete Sections I–VI of the Internship Contract, which is also on our Internship page.
- 5 Save your contract using the required file name format: First Name Last Name Internship Contract.
- 6 Share your learning goals with your site supervisor.
- 7 Your faculty supervisor will assist you with completing the academic requirements of your internship.
- 8 Submit the completed contract to the Director of Career Development as early as possible.

IMPORTANT

For summer internship courses, students are charged based on the number of credits registered. Contact Financial Aid for information about available aid.



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- Look for internships that match your major, interests, and career goals
- Update your resume and prepare a cover letter you can customize
- Keep track of applications, deadlines, and follow-up dates



REACH OUT TO A SITE

- Send a professional email introducing yourself and your college
- Explain why you are interested in the organization
- Highlight your skills, classwork, or experience that connect to the internship
- Attach your resume and any other requested documents
- Follow up politely if you do not hear back after 1–2 weeks



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