



Internship Orientation

2015-2016

Internship Overview

- Minimum of 45 hours
- June 15th- July 30th
- You are responsible for transportation (see me for questions)
- Reflective Paper
- Internship Fair
- Paid or unpaid

Internship Packet

Enrollment Criteria:

1. Student must submit completed internship application into the Internship Coordinator.
2. Completed Resume (Cover Letter if Priority)
3. Completed and Comprehensive Portfolio
4. Student must obtain Work Permit application from Internship Coordinator.

Priority Due Date: November 13th

Regular Due Date: December 11th

Due Dates

Priority November 13th

- Application Complete
- Resume
- Cover Letter (which states why you are ready to have an internship)
- Portfolio (approved by Advisor)

What you get:

1. First choice at internships
2. First sign-up for interviews
3. Get to decide if you want paid/unpaid

Regular December 11th

- Application Complete
- Resume
- Portfolio (approved by Advisor)

What you get:

1. Second choice at internships
2. Regular interview sign-up
3. Most likely not paid

Late Applications

- Last to sign-up for interviews
- Cover letter (why you should be able to still apply)

Career Ignition Conference

October 16th

- Mock Interviews
- Professional Attire
- Business Etiquette
- Time Management
- Portfolio Review
- Resume Refinement
- Resume Building
- Enthusiasm & Attitude
- Leadership & Collaboration
- Interview/Applying Process

February 26th

- Interviews
- Buying a car
- Taxes
- Balancing your Bank Stmt
- Credit Cards
- College Application Essay

Workshops

- September 21st 3:30pm in Room #2 (Resume)
- September 22nd 3:30pm in Room #2 (Resume)

- September 28th 3:30pm in Room #2 (Portfolio)
- September 29th 3:30pm in Room #2 (Portfolio)

Sign-up in Room 2 on the board (first 20)

Bring your laptop and anything that you have started



Q & A

Worksheet

