

## **Center for International Studies**

### **Internship Guidelines**

Define your career goals. Examine previous job experience, interests, etc. Examine options for internship on your own as well as with the director.

Complete a resume. Career Services offers help with resume writing at no charge. Call 593-2909. Make a copy for the Director to be placed in your file.

Review possible organizations of interest with and without formal internship programs. Career Services has several resources and there are also resources available in the Center for International Studies.

Complete the necessary forms that can be downloaded from the website.

Meet the Program Director to review the paperwork and your resume.

Mail resume(s) and/or application(s) for internship promptly as most organizations have deadlines for acceptance.

If needed, register for INST 595 Internship. The internship requires 25 hours on-site work for each hour of academic credit, up to a maximum of 15 hours, with only 5 hours counting toward degree requirements.

Work hours to be determined with internship supervisor. Student/Intern needs to organize housing, transportation, etc. in preparation.

Insure the proper paperwork has been filled out by the end of the internship. You may be asked to make an Oral presentation after the internship has been completed.