

The Step-by-Step Internship Process

You **MUST** register for internship intent during the pre-registration process the semester **PRIOR** to doing the internship in the fall and spring. **NO INTENT IN THE SUMMER.**

Analyze your skills, goals, interests.

Student and faculty advisor meet.

YOU MUST HAVE YOUR DEPARTMENT'S APPROVAL TO PROCEED!

Student creates an on-line profile in InternLink:

www.myinterfase.com/cup/student

Students who plan to use financial aid should contact the Financial Aid office for assistance. (Students should complete their FAFSA form as early as possible!)

The details of your internship can be part of your California University Activities transcript. Register at www.calu.edu. And search for Activities Transcript

Student uploads resume and cover letter. Resume resources are available at Career Services, or www.calu.edu, search for either *Optimal Resume* or *The Red Book*.

Student schedules a resume/cover letter review and a mock interview with the office of Career Services, Eberly 230 or 724/938-4413.

Faculty member conducts three site contacts with employer and student.

Student completes the internship.

Faculty supervisor assigns grade.

CHECK

www.calu.edu

Search for *internship deadlines for the most updated information*

Student completes on-line orientations available at www.calu.edu, and search for each title:
* *Introduction to Internships*
* *Making the Most of your Internship*
* *Sexual Harassment*
* *Employment Discrimination*
* *Welcoming Diversity*

Student begins the internship.

Student becomes registered for the internship.

Details of internship are finalized with student, faculty supervisor, and employer.

Student prints the internship application and obtains required signatures.

Student completes internship application and student agreement online and uploads in InternLink.

Student secures internship.

CONTACT THE INTERNSHIP CENTER

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