

**Welcome to the**



**CALIFORNIA UNIVERSITY OF PA  
INTERNSHIP CENTER**

**Building Character. Building Careers.**

# Who We Are:

*Karen Primm, Director*

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# General Guidelines

The Internship Center is a resource for university students seeking a for-credit internship. We can assist you in identifying or developing an appropriate internship site, keep you up-to-date on available resources and deadlines, assist with your professional development and preparation for an internship, and help you navigate the university system.

We encourage you to stop by the Internship Center in Eberly Science and Technology Center, Room 230, or contact us at (724) 938-1578 or e-mail [primm@calu.edu](mailto:primm@calu.edu)

# What is an Internship?

An internship is a formal, for-credit academic course where you will study and experience professional career interests outside the classroom but under the supervision of a faculty advisor.

# Thinking about doing an Internship?

Here are some reasons why you should:

- Internships give you an edge in the job market.
- Internships prepare you for entering the workforce.
- Internships give resume-building experience and help you relate coursework to practical experience.
- Internships expose you to real problems and issues.
- Internships give you an opportunity to “test-drive” a career prior to committing to a full-time job.
- Internships help you cultivate flexibility and creativity.
- Internships are a confidence-builder.

# Things you Need to Know:

- Internships are for-credit.
- Internships are always under the supervision of a faculty advisor.
- Internships are an academic course.
- Internships may be paid or unpaid.
- ***For the majority of academic programs***, the standard internship entails at least 40 hours of work per credit. *There are higher minimums in some programs.* Students should check with their departments to determine the requirements. The number of credits typically ranges between 3 and 12 credits, subject to program requirements. Check with your department.

# Getting an Internship: A Step-by-Step Process

- **Enroll in the Internship Intent.** Any student who is thinking of doing an internship MUST enroll in the Internship Intent during the early registration period the semester PRIOR to doing the internship. Failure to enroll in the Intent will prohibit the student from being approved for an internship. FOR SPRING AND FALL SEMESTERS ONLY.
- **Analyze yourself.** Identify your skills, define your career goals, and determine what you want to gain from an internship.
- **Contact your faculty advisor to determine your eligibility** (prerequisites completed, department grade point average requirement, etc.).
- **If you plan to use financial aid,** contact the Financial Aid Office for assistance. (Complete your [FAFSA](#) form as early as possible!)
- **Create a student profile** on the Internship Center's InternLink system by going to [www.myinterfase.com/cup/student](http://www.myinterfase.com/cup/student). By having this profile, you can view posted internships, upload your resume so employers can view, visit the electronic resource library, and download the internship application.

# More Steps . . . .

- **Complete your resume and cover letter.** Before uploading your resume, visit Career Services to have a resume and cover letter review and a mock interview. Once you are satisfied, upload your resume into your InternLink profile.
- **Gather information and locate an internship site.** Talk to faculty, students, family, and friends about internship possibilities. Contact the Internship Center. Research sites to determine the availability of internships and contact persons. See [Finding an Internship or Co-Op](#) on our web site for tips for contacting the agency. Once you have identified a possible site, discuss this with your faculty advisor. **NOTE:** In some cases, interns are placed in an internship; check with your advisor.
- **Complete the on-line internship application:**
  - *Beginning on the left side of your home page in InternLink, click on "I want to Create an Internship Application."*
  - *Select the term in which you will be doing the internship; select "click here" to begin application process.*
  - *Once ALL fields are filled out, click on "Finish". The internship application is then submitted to the Internship Center for review and to initiate the approval workflow process.*

# And More Steps . . .

- You will become registered for the internship by your Dean's Office for spring and fall internships or with Summer College for summer internships.
- **Finalize arrangements.** Agree on start and end dates, how many hours per week or semester you will work, and what duties and responsibilities are expected.

# What else do I need to know to get ready?

For many of you, your internship will be the first time you have worked in a professional setting. People will expect you to act as a professional at work. Because the “rules” aren’t spelled out for you, and the rules differ among organizations, you must figure out the appropriate code of conduct. The etiquette of your internship is the acceptable behavior and manners at your internship site. So, what do you do?

For more information, please visit the [On-Line Internship Trainings](#) page.

# Questions? Contact Us!

- Karen Primm, 724/938-1578, or [primm@calu.edu](mailto:primm@calu.edu)
- Tracie L. Beck, 724/938-6040, or [beck\\_t@calu.edu](mailto:beck_t@calu.edu)
- Fax: 724-938-5770

NOW YOU'RE READY . . .

TO REGISTER . . .

FOR

INTERNLINK

# InternLink

Cal U offers InternLink, the on-line system to help you make the internship process a smooth one. By creating a profile through InternLink, you can view posted internships, use our electronic resource library, upload your resume for employers to view, and much more.

Click on the link below to register:

[www.myinterfase.com/cup/student](http://www.myinterfase.com/cup/student)