



**Welcome**

**To the**

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**California University of PA  
Internship Center**

***Building Character, Building Careers.***



# Who We Are:

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***Karen Primm, Director***

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***Tracie L. Beck, Secretary***

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# General Guidelines

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The Internship Center is a resource for university students seeking a for-credit internship. Through an academic internship, you will study and experience professional career interests outside the classroom but under the supervision of California University of Pennsylvania. We can assist you in identifying or developing an appropriate internship site, keeping you up-to-date on available resources and deadlines, assisting with your professional development and preparation for an internship, and helping 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@cup.edu](mailto:primm@cup.edu)



# What is an Internship?

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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.
- Students are required to have 40 hours of on-site work for one credit. Example: A three-credit internship=120 hours.
- The number of credits ranges from 3 to 12.

# 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.
- **Analyze yourself.** Identify your skills, define your career goals, and determine what you want to gain from an internship.
- **Contact your faculty supervisor 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 *How to Create Your Own Internship* 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 application and student agreement; obtain approvals.** An application and student agreement are available to you by logging on to your InternLink on-line profile (go to tool bar and click *My Account*, then *My Profile*) and clicking **Print Forms**. Complete the form on-line, save, and upload by going to *My Account*, then *My Documents*, and uploading the application into the Internship Application category. Your next step is to print, and obtain the following approvals: Faculty Supervisor, Department Chair, Dean, and On-Site Internship Supervisor.

# And More Steps . . .

- **Register for the internship** with your academic department and Dean's Office for spring and fall internships or with the Office of Lifelong Learning 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 on Etiquette Safety, please visit our web page at [www.cup.edu/internship](http://www.cup.edu/internship) , click on Student Orientations, and view the orientation entitled, “Making the Most of your Internship”.

# Where do our students intern??

## EVERYWHERE!!!

These are just some of our employer partners:

- Department of Defense, Washington, D.C.
- Pittsburgh Steelers
- United Nations War Crimes Tribunal, The Hague, Netherlands
- Marc USA
- Whirl Magazine
- 84 Lumber
- Allegheny County Coroner's Office
- WPXI Channel 11 News
- Environmental Protection Agency, Washington, D.C.

# More Employer Partners . . . . .

Channel Craft Industries

Pittsburgh Penguins

Cris Carter's FAST Program

Rhythm House Café

Pennsylvania Game Commission

First Investors Corporation

Here are

Some of Our Interns

# *Ben Orendorf*



Major: Parks & Recreation Management  
Internship: Nemaquin Woodlands

# *Jennifer Smith*



Major: Biology/Pre-Med

Internship with Walter Reed Army  
Medical Center, Washington, D.C.

# *Bill Liepinis*



Major: Communications/Radio & TV

Internship: WIVT-News Channel 34, Binghamton, NY

# *Kendal Hilko*



Major: Marketing

Internship Pittsburgh Zoo and PPG  
Aquarium, Pittsburgh, PA

# Adam Laird



Major: Professional Golf Management  
Internship with Wolf Creek Golf Club,  
Mesquite, NV

# *Lisa Smith*



Major: Environmental Studies  
Internship: Monomoy National Wildlife  
Refuge, Chatham, MA

# Elisse Bolin



Major: Education Services  
Internship with Sands Resorts,  
Myrtle Beach, SC

# Questions?

# Contact Us!

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

NOW YOU'RE READY . . .

TO REGISTER . . .

FOR

**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)