



STUDENT CHECK LIST for PARTICIPATING AT AN INTERNSHIP

I. Exploring Internships/Determining Eligibility

- Meet with Career Planning and Development office to determine eligibility and receive Policies and Procedures for academic internship positions. (*Note: there are additional requirements for International Students; please ask for related forms*).
- Search for Internship opportunities using Career Planning and Development, or independent resources.
- Discuss possible internships and academic requirements with a faculty advisor. (*Note: if you are a student with a documented disability, please discuss your plans with the Coordinator of Disability Services*).
- Complete and submit resume to Career Planning and Development and prospective work site.
**Career Planning and Development can assist with writing/revising resumes.*
- Schedule an interview with prospective work site; secure a job description and letter of acceptance from employer.

II. Obtaining Credit for Internship Positions

- Meet with Career Planning and Development Office to obtain Internship Agreement forms.
- Meet with your Faculty Advisor to develop Learning Objectives based upon curriculum and job description; get in writing your assignments to be completed at work site.
- Secure signatures on Agreement forms from:
 - Work Site Supervisor
 - Faculty Advisor
 - Department Chairperson
 - Director/Coordinator of Career Planning and Development
 - Assistant Academic Dean
- Take signed Agreement forms to CARES and register for the Internship by the appropriate registration deadlines.** (*Note: Internships **cannot** be added to course schedules after the drop/add period has closed.*)
- Maintain contact with Faculty Advisor and Director of Career Planning and Development throughout the Internship assignment.
- Complete Student Evaluation of placement and experience upon completion of the work assignment.
- Schedule an Exit Interview with Career Planning and Development Office.

Career Planning and Development
Aquinas 109
973-618-3290
careers@caldwell.edu