

STEP BY STEP GUIDE TO GETTING AN INTERNSHIP

STEP #1 DEVELOP A PICTURE OF THE TYPE OF INTERNSHIP YOU WANT

- Meet with a Career Advisor to develop professional goals and an internship learning agenda
- Talk with people in your field of interest to determine what skills and abilities are most valued
- Research your industry using Vault, CareerBeam and the CAPS Resource Library
- Contact your Department Chair to discuss how an internship fits into your academic goals (and maybe get a lead or two on possible internships)

STEP #2 PREPARE YOURSELF

- Create a resume and cover letter that accurately and specifically describe your skills and abilities
- Attend [Professional Development Seminars](#) to learn how to market yourself to internship employers
- Practice interviewing with a Career Advisor

STEP #3 COMPLETE THE INTERNSHIP ORIENTATION ONLINE AT CYBERCAMPUS

- Go to ggucybercampus.org and log in with the user name **ggucareers** and the password **online**.
- After login, select CSOS Career Services Online Seminars and then choose Internship Orientation.
- Remember to print out the Internship Registration Form!

STEP #4 CONFIRM INTERNSHIP ELIGIBILITY

- Review the Internship Program Guide to check eligibility requirements
- Meet with Department Chair to review your academic record and confirm eligibility

***International Students:** Meet with your International Advisor to verify your eligibility according to your visa status. Request handout: [Applying for Curricular Practical Training \(CPT\)](#)*

STEP #5 LAND AN INTERNSHIP

- Meet with a Career Advisor to develop an internship search plan
- Use all resources available to you to search for an internship – ggucareers, LinkedIn, Office of Career Planning website, career fairs and employer events
- Attend professional development seminars on job search topics including, “How to Find the ideal Internship”

STEP #6 REQUEST LETTER OF OFFER FROM EMPLOYER

- Obtain a written job description on company letterhead, signed by your employer. Include the details of your job duties, the length and hours of your internship, your rate of pay (if applicable) and your supervisor’s name and phone number.

***International Students:** Provide employer with an employer sample letter from the CPT handout.*

STEP #7 SUBMIT LETTER OF OFFER FOR APPROVAL

- Bring this letter to your Department Chair to review whether the job meets departmental guidelines.
- The Department Chair will designate a Faculty Internship Supervisor (in most cases, this will be the Department Chair).
- The Department Chair will provide and sign the Internship Registration Form.

***International Students:** Obtain a Department Chair/faculty letter supporting your internship position. Bring your employer letter, faculty letter, and Registration Form to your International Student Advisor.*

STEP #8 REGISTER FOR THE INTERNSHIP COURSE

- Make an appointment with the Office of Career Planning to bring the signed Registration Form along with your job description/letter for a signature and course registration.

***International Students:** Bring the employer and faculty letters along with your Registration Form to your International Student Advisor for a signature before meeting with the Assistant Director of Office of Career Planning for registration.*