



GETTING an INTERNSHIP STUDENT CHECKLIST

Smith College of Engineering & Technology

If you have already secured an internship, skip to Step 3.

- 1. Develop a **resume**, cover letter, and prepare for interviews. A good resume will help in getting an interview. [Make an appointment](#) with Gayla Cannon as she is the Key Contact for CET majors, but any of the Career Counselors can assist you.
- 2. **Find an internship** that matches your skills, interests, and goals. Reference Handshake, LinkedIn, Indeed.com, and/or [make an appointment with Stacie](#) Brown (Internship Coordinator).

Please bookmark this page [for a list of current internship opportunities](#) I am aware of, and it will be kept up to date.

Consider signing up for my internship mailing list, I send out about two or three emails a month with internship opportunities, important Career & Internship Fair info, etc. If you would like to subscribe, [follow this link](#).

Applying for Internship Credit

- 3. Make sure you have completed the **internship prerequisites** for your major, [which can be found here](#).
- 4. Visit this page for instructions on how to complete the **internship orientation**. You will be sent a completion code and can go back to the same page to complete an [application for academic credit](#).
 - a. Keep in mind that **1 credit = 60 working hours** at your internship during the semester for all CET majors except **Construction Management which is 1 credit = 75 working hours**.
- 5. If the application is approved, details will be sent in an email. Applications can take up to 7-10 business days for the faculty and internship coordinator to finalize. **Once approved, you must add the internship course(s) to your schedule yourself.**
- 6. Refer to your online internship course on Canvas to complete all required assignments.
 - a. **It is very important to complete the first assignment, the Learning Agreement, in a timely manner.** The internship course assignments are available in Canvas once the semester begins, but you can access the [Learning Agreement](#) early at this link.
 - b. Internship courses **are credit/no credit**, and no letter grade is issued.
- 7. Meet with your **internship site supervisor** (at your internship) regularly to assess progress and goals.

Definitions:

- **Internship Coordinator:** Oversees the internship program for your major including consultation and internship course registration.
- **Faculty Supervisor:** A faculty member who teaches your internship course and mentors you through the internship process.
- **Internship Site Supervisor:** The supervisor/mentor at your internship site who will provide you with training and mentorship.