

# *A QuickRef Guide to* **GETTING AN INTERNSHIP**

**The Career Centers**  
Cuyahoga Community College  
[www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)

1. **Get focused on your career goals.** Talk with a Counselor in the Counseling Center and/or a staff member at The Career Centers.
2. **Get your resume ready.** If you need help, use a MS Word document to start. Be sure to have your resume critiqued by a Career Center Career Services Specialist before applying!
3. **Think about timing.** Internships can start at any point during the year, and they often last for about a semester (15-16 weeks). Start date, duration, number of hours worked per week, and pay rate are usually negotiated between employers and interns, with help from a Career Center staff member or faculty member.
4. **Decide if you want to earn academic credit for your internship.** Some employers require this in order for you to participate. You can earn academic credit through Career Centers, through the co-op program or through your academic department.
5. **Meet with your Career Services Specialist regularly.** Update him/her on your progress locating openings, applying, interviewing, networking, etc. S/he is here to help you succeed!
6. **Find opportunities and apply!** Finding the right internship takes time and effort. You should start looking 6 months to 1 year before you plan to start your internship. Visit websites, network with alumni, attend Career Expos and other employment events.
7. **Get ready to interview.** A resume will only get you so far. Attend an Interviewing Workshop, use InterviewStream™ to practice answering questions, and participate in a Mock Interview with a Career Centers staff member.
8. **Prepare to negotiate an offer.** See Item #3 on this list. Lots of things are negotiable. Do you feel comfortable negotiating a pay rate and your work hours? If not, then practice with a staff member.
9. **Once you've accepted an offer, take yourself off the market.** It is unethical to accept an offer then quit in favor of another offer, just like it would be unethical for an employer to hire you, and then fire you when they found someone they like better.
10. **Notify your Career Services Specialist.** Let him/her know you've accepted an offer. S/he can assist you with getting registered for academic credit.