



Accounting/
Finance



Business



Creative Arts



Customer Service
Office Administration



Education



Engineering/
Manufacturing



Healthcare/Laboratory



Hospitality
Management



Human
Resources



Information
Technology



Legal/Public Safety/
Criminal Justice



Liberal Arts/
Humanities



Marketing/Sales/
Social Media



Other



Recording Arts



Science/
Mathematics

INTERN THROUGH Tri-C® this summer!

Frequently Asked Questions

How many positions are available?

There are approximately 200 positions available.

How do I know if I am eligible for the Tri-C Summer Internship program?

To be eligible you must meet the following criteria:

- Currently enrolled at Tri-C®*
- Declared major on record*
- Minimum 2.0 GPA*
- At least 18 years old*
- Some internships may require specific major in relevant field and/or relevant completed coursework
- Must complete Summer Internship Program application
- Must complete a Confidentiality and Nondisclosure Statement
- Must successfully complete pre-employment background and/or drug testing
- Must be enrolled during summer 2019, with plans to register for fall classes at Tri-C

*At the time of application

Who is not eligible?

- Students who graduate in May 2019
- Students receiving compensation through a grant and/or work-study or any student employment at Tri-C during summer 2019 are not eligible

What are the program guidelines?

- All applications must be received between Jan. 22-Feb. 22, 2019.

- Internships must be completed between **May 28-Aug. 9, 2019.**
- Internships will be 100 hours in duration (20 hours per week for five weeks or 10 hours per week for 10 weeks).
- Students graduating in May 2019 are **not eligible.**
- Students are limited to one summer internship opportunity (external or internal) during summer term 2019.
- Qualified and approved students must attend:
 - At least one internship fair;
 - An internship orientation/onboarding session; and
 - Designated professional development workshops offered by the Career Center.
- May need to attend Career Center preparedness workshops
- Should have Career Center-approved résumé

How much money will I earn during my summer internship?

During your internship, you will receive:

- An hourly rate of \$10
- Tuition to pay for one summer credit course (up to 4 credit hours)
- The cost of one book (up to \$125)

(continued on back)



How does the internship selection process work?

After the internship fairs, the Career Center team will review all of the candidate selection forms that are submitted from the hosts/employers. A matching process will take place over a couple of weeks where students are matched up to positions, as best as possible, based on hosts/ employer needs and student's area of study. While not all hosts/employers will receive their first intern choice, a strong effort is made to provide them with one of their top three choices. Students who are matched up with an internship opportunity will receive an internship offer by phone beginning in late March through mid-April.

How do I find out more about this program?

Attend a Campus Information Session:

Eastern Campus

Tuesday, Jan. 22, noon – 1:00 p.m.
ESS 1531

Tuesday, Feb. 5, noon – 1 p.m.
ESS 1531

Metropolitan Campus

Wednesday, Jan. 23, 11 a.m. – noon
MLA 176-B

Tuesday, Feb. 5, 10 – 11 a.m.
MTC 229

Western Campus

Thursday, Jan. 24, 11 a.m. – noon
North Galleria

Monday, Feb. 11, 1 – 2 p.m.
WSS G210

Corporate College West

Thursday, Feb. 5, noon – 1 p.m.
CCW Lobby

Wednesday, Feb. 13, noon – 1:00 p.m.
CCW Lobby

Or visit www.tri-c.edu/summerinternship

I'm interested, how do I apply?

You must apply online at www.tri-c.edu/summerinternship.

Is there a deadline to be considered?

You must apply by Friday, February 22, 2019.

I've applied – what are the next steps?

- Contact your Campus Career Center to set up an appointment to review and update your résumé
- Attend a Career Center preparedness workshop to prepare yourself
- If qualified, you will receive an invitation to attend a Summer Internship Fair to interview with representatives from the departments/employers in which you are interested

When are the Summer Internship Fairs?

Summer Internship Fairs will be held in March at the Metropolitan and Western Campuses. You will receive an invitation to attend if your eligibility is confirmed.