

Agenda

- ▶ Overview
- ▶ Student Eligibility
- ▶ Student Benefits
- ▶ Program Guidelines
- ▶ Application Process
- ▶ Selection Process
- ▶ Important Dates
- ▶ Internship Fairs
- ▶ Resources
- ▶ Wrap-Up



Overview

The Summer Internship Program, developed by the Career Center for current Tri-C students, is designed to provide valuable, hands-on work experience and to provide some financial support.

In order to participate, students **MUST** meet eligibility requirements.

The internship will be completed during summer term 2019 (May 28 - August 9, 2019).

There are approximately 200 available positions; however, there is no guarantee you will be selected.



Student Eligibility

Students need to meet the following criteria at time of application:

- ▶ Be currently enrolled at Tri-C for Spring 2019 semester
- ▶ Have a declared degree/major on record (a specific major in relevant field and/or relevant completed coursework may be required for some internships)
- ▶ Have a cumulative GPA of 2.0 or higher
- ▶ Must be at least 18 years old

In addition:

- ▶ Students have to enroll for at least one class during Summer 2019 term, and must have plans to register for classes in Fall 2019 semester at Tri-C
- ▶ Successfully complete pre-employment background and/or drug testing
- ▶ Must complete a Confidentiality and Nondisclosure Statement, if hired

Students NOT Eligible

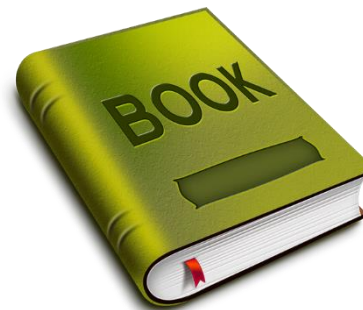
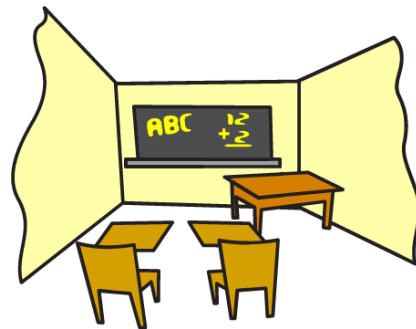
- ▶ Students who will graduate in May 2019
- ▶ Students receiving compensation through a grant and/or Work Study, or any student employment at Tri-C, during Summer 2019
- ▶ Current Tri-C employees who are also students

Eligibility: Special Circumstances

- ▶ Students who are dually enrolled at Tri-C and CSU are eligible if the student is returning to Tri-C in Fall 2019
- ▶ International students are eligible to participate in the Summer Internship Program for internal (on-campus) positions
- ▶ College Credit Plus (CCP) students are eligible to participate as long as they have met the previously mentioned criteria
- ▶ Incoming transfer students who provide unofficial transcript and meet all requirements may qualify

Student Benefits

- ▶ Gain hands-on real work experience
- ▶ Learn more about your career choice by putting classroom knowledge into practice
- ▶ Develop professional skills to be successful in the workplace
- ▶ Work and collaborate with professionals in your field of study
- ▶ Earn \$10 per hour
- ▶ Receive tuition to pay for, a one-credit course (up to 4 credit hours) over the summer. *Supplemental Course fees are the responsibility of the student*
- ▶ Receive financial support for one book (up to \$125) for your summer course



Student Responsibilities

- ▶ Attend an internship fair(s) to be considered for a position - recommended to attend both fairs
- ▶ Successfully complete a background check and drug screen upon hire
- ▶ Attend a mandatory on-boarding session
- ▶ Attend a professional development session
- ▶ Manage coursework while completing the internship
- ▶ Arrive on time for your internship every day - RTA U-pass is available in the summer
- ▶ Budget accordingly
 - ▶ Paychecks are issued bi-weekly

Program Guidelines

- ▶ Students must apply online at www.tri-c.edu/summerinternship beginning January 22, 2019
- ▶ Application close date is February 22, 2019 at 11:59pm
- ▶ Enroll in at least one class at Tri-C during the Summer 2019 term
- ▶ Have plans to register for the Fall Semester at Tri-C
- ▶ **MUST** attend a **SUMMER INTERNSHIP FAIR in March** to meet and interview with respective intern hosts in order to be selected
- ▶ Must be able to commit to working 10 hours per week for 10 weeks, or 20 hours per week for 5 weeks while taking a Summer class
- ▶ There is no guarantee you will be selected for a summer internship opportunity
- ▶ Students will be limited to one summer internship per summer term

Application Process

Visit: www.tri-c.edu/summerinternship

- ▶ There are approximately **200** positions available - opportunities at both Tri-C (internal) and area businesses/organizations (external)
- ▶ Read all job descriptions - many departments are looking for a variety of skills
- ▶ You can select up to 5 positions you're interested in when applying
- ▶ Internship opportunities are listed by an industry category on the website



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

Application Process

- ▶ Complete the Summer Internship Program on-line application form
- ▶ Read, acknowledge the Program Guidelines, and electronically sign the application
- ▶  your application by February 22, 2019
- ▶ You will only be able to submit your application one time
- ▶ Strongly suggested you attach a resume
- ▶ ***Pro tip:*** print job descriptions of interest, or write down the names of the department/employer when applying



Selection Process

Once your application is submitted and details verified, you will receive notification of your eligibility for the program after February 22nd.

- ▶ Only eligible students will be invited to attend the Summer Internship Fairs - on March 8 & 12, 2019
- ▶ Students not eligible will **receive an email** letting them know that they were not eligible for the program
 - ▶ Continue to apply for additional co-op and internship opportunities through the Career Center

Important Dates

Internship Fair Dates - **by invitation only:**

▶ **Metro Campus**

Friday, March 8, 2019 - 10:00am - 1:00pm

Location: Metro Campus Gym

▶ **West Campus**

Tuesday, March 12, 2019 - 10:00am - 1:00pm

Location: Western Campus Gym

**MUST
ATTEND
EVENT!**

Internship Fair: What to Expect

- ▶ To be considered you must attend at least ONE fair
- ▶ Attending both fairs will give you opportunity to speak with different intern hosts and increase your chances of being selected
- ▶ We will advise you as to which hosts are attending which fair
- ▶ You will have ten minutes to speak with each intern host
- ▶ Interview with as many different departments/employers as you are interested in
 - ▶ *You are not limited to the five that you selected during your initial application*

Internship Fair Tips

- ▶ Dress professionally!
- ▶ Bring several copies of your approved resume
 - ▶ The Career Center staff will collect a copy of your resume at the fair
 - ▶ Recommend 10 - 15 copies
- ▶ Do your homework - research the department/employer prior to the fairs
- ▶ Have all relevant information in a padfolio or folder
- ▶ Introduce yourself with your full name and a firm handshake
- ▶ Show your enthusiasm
- ▶ Share how you qualify and why you would be a successful intern for their department
- ▶ Get contact information from interviewers



Internship Fair - 30 Second Elevator Pitch

Introduce yourself in a way that quickly gets the attention of the interviewer.

To begin, you might want to answer the following questions:

- ▶ Who are you - what's your major?
- ▶ What are you seeking?
- ▶ Why are you a good fit for the position?
- ▶ How have you made an impact?
- ▶ What sets you apart from the competition?

30 Second Elevator Pitch - Getting Started



My name is _____

I am a _____

- i.e. IT Networking Student, Accounting Student, Hospitality Management Student, Associate of Arts Student, Marketing Student, Nursing Student, etc.

- ▶ Some of my strengths include _____, _____ and _____.
- ▶ I am known for OR I am recognized as _____.
- ▶ Some of the courses I've already completed in my major include _____.

Hiring Process

- ▶ We will review all candidate selection forms submitted by the hosts/employers after the fairs
- ▶ Students are matched, as best as possible, based on hosts/employer recommendations, needs, and the student's area of study
- ▶ A host may request that you come in for a second level interview
- ▶ Students will be notified if they are selected for an internship via phone offer in late March/early April

If you are selected:



Selection Notification

If Selected:

- ▶ Internships will be completed between May 28 and August 9, 2019
- ▶ Interns are expected to work 100 hours
- ▶ Internships may be completed in a 5 week (20 hours/week), a 10 week (10 hours/week) session, or a project based hourly arrangement depending on the department's request
- ▶ You must successfully complete a Background Check and Drug Screen
- ▶ You must sign a Confidentiality and Nondisclosure Statement for the department

Selection Notification

If not selected:

- ▶ You will receive an email notification
- ▶ All email communication will occur through your Tri-C email *only*
- ▶ Continue to work with the Career Center as other opportunities may come available
- ▶ Seek other co-op and internship programs at: www.collegecentral.com/tri-c

Helpful Resources

Visit your Campus Career Center:

- ▶ **East:** East Student Services (ESS) - Room 1103
216-987-2567
- ▶ **Metro:** Metro Student Services (MSS) - Room 207
216-987-4913
- ▶ **West:** West Student Services (WSS) - Room G101
216-987-5575
- ▶ **Westshore / CCW:** Corporate College West (CCW) - Room 102C
216-987-2067

Helpful Resources

- ▶ Attend Career Center workshops
- ▶ Have your resume reviewed
- ▶ Schedule a mock interview
- ▶ Review our career advice videos (CareerSpots)



2019 Internship Program Timeline

Jan. 22

- The Summer Internship Application opens

Jan. 22 -
Feb. 13

- Information sessions being conducted at each campus

Feb. 22

- Deadline to submit Summer Internship Program application

Mar. 8 &
Mar 12

- **MUST** attend an Internship Fair if you received an invitation

Late Mar -
Late April

- Offers extended to students
- Background Check and Drug Screen Process conducted

May 28 -
Aug. 9

- Participate in the Summer Internship Program
- Program evaluation submitted upon completion

Inclement Weather

- ▶ If inclement weather happens to affect the Internship Fairs in March, students will be notified via the Tri-C alert system

