THE OFFICE OF CAREER ADVANCEMENT

DO THE MATH…PREPARATION + PRACTICE = PROFESSIONAL POSITION!

A Guide to Registering For and Finding The Perfect Internship

Dear Monroe Student:

Welcome to the ***OCA Internship Program at Monroe College!*** If you are going to register for an internship, you are about to embark on an exciting adventure in experiential learning. The ***Internship Program*** offers you an excellent opportunity to prepare for your future professional career with planned work experiences which will compliment your academic program.

As in many other aspects of life, the benefits you receive from the Internship will be directly related to the effort you invest. The ***Office of Career Advancement*** will assist you in acquiring challenging work assignments in your field of interest, but your ultimate success in the program will depend upon your own initiative and ability.

Please come into the ***OCA in West Hall on the Bronx Campus or to the OCA in Main Hall on the NR Campus*** and pick up a ***"How to Find the Perfect Internship"*** handbook. This handbook is designed to acquaint you with the aims and objectives of the ***Internship Program*** and the basic procedures and rules which are necessary. It also offers you guidelines and suggestions for writing resumes and cover letters and preparing for interviews. It will be useful to you in future job searches.

Please note that the handbook is a general guide and is not designed to cover all the individual situations that might need special attention. For more information and personal counseling, our OCA staff is always available to help you.

Remember…It is never too early to come into the OCA and start looking for an internship!

Sincerely,

Carol Genese,
Dean, Office of Career Advancement

Sharon Teta-D'Amelia
Internship Coordinator (NR)

Cathy Carbonelli
Internship Coordinator (BX)

INTERNSHIP FAQs

WHAT IS AN INTERNSHIP?

An internship is an outside experience in the industry of your chosen career that gives students the opportunity to integrate academic study with professional work experience in job placements. The experience will directly relate to your college majors and/or career interests.

As the name implies, it is a joint effort in which businesses, government, social and cultural agencies work with the college. The program is designed to enhance academic and personal growth through the practical application of theoretical and technical knowledge gained in the classroom. You will get a head start networking and making professional contacts, exploring their career options while building their resumes for future employment opportunities.

Through the ***Internship Program***, you will learn about the variety of possibilities that are open to them with their particular academic training, personal interests and values. You will acquire a clearer understanding of the work environment and a greater appreciation of the considerable skills that professionals themselves bring to the work environment. Since you have an opportunity to relate theory to application in your Internship placements, you will easily see the relationship between the "world of the classroom" and the "world of work."

HOW DOES AN INTERNSHIP WORK?

The ***Internship Program*** provides you with a series of work experiences, either at the same organization or at two or more organizations. You are allowed to earn up to 9 credits during their college career (6 during your Bachelor's degree and 3 during your Associates degree **OR** 6 during your Associates degree and 3 during your Bachelor's degree). Each successive work experience offers new responsibilities and challenges and builds on the previous one and on the academic work completed between or during the work experiences.

WHAT ARE CREDIT AND NON CREDIT INTERNSHIPS?

You can earn 3 - 9 academic credits for your work experience through prescribed Internship courses. If you are interested in getting work experience in your field and do not meet the requirements, you can gain work experience without earning academic credit.

HOW DOES THE OFFICE OF CAREER ADVANCEMENT ASSIST WITH PLACEMENTS?

We will do all we can to assist you in finding an internship. Whether or not you obtain a placement will depend on how well you fare in the job search process. We will help you develop an effective resume and we will coach you on successful interviewing. Once provided with the opportunity for an interview, however, you must secure the position yourself, often in competition with other students, from both Monroe College and other colleges.

The prospective employer makes the final decision on whether or not you are hired. The internship placement process takes time.

Get started early!

GUIDELINES FOR THE INTERNSHIP PROGRAMS

- **Criminal Justice** majors are required to work 100 hours or more for the semester, in a position related to their major. It can be in an industry in their course of study or a specific job or responsibility in their field.
- **Accounting, Business, Health, Information Technology** majors are required to work a minimum of fifteen hours per week, for a total of 160 hours or more for the semester.
- **Hospitality, Culinary and Baking and Pastry Arts** are required to work 120 hours or more for the semester.
- A Faculty Advisor is assigned to you according to your major. Your Faculty Advisor will give you the syllabus for the course.
- You must have at least 30 credits in the Associate's program or 60 credits in the Bachelor's program in order to register.
- Meet with the Office of Career Advancement (OCA) immediately to get assistance with your internship placement and create a marketable resume.
- Upload an OCA approved resume onto e-recruiting.
- Search e-Recruiting for internship opportunities and apply to internship positions. ***The process of securing an internship placement takes time, so give yourself at least a month to search and obtain the best placement for you.***
- Set up an appointment the OCA with for a mock interview (optional).
- Students majoring in **Hospitality, Culinary, Baking and Pastry Arts, Criminal Justice and Information Technology** ***MUST*** complete at least 3 credits in an internship prior to graduation. ***It is highly recommended for all other majors if a student does not have work related experience.***
- All students must attend a mandatory **Internship Informational Session** prior to the semester of internship.
- All students must come into the OCA to start the placement process **before** registering for an internship (please note, students will not be permitted to register for an internship during registration without having an Employer Agreement Form from the OCA).
- Each school may require a mandatory internship meeting in the semester prior to the internship.

AAS Internship Course Code Numbers for Registration:

Accounting	**AC-290/291**
Business Administration	**MG-290/291**
Information Technology	**CT-290/291**
Criminal Justice	**CJ 290/291/292**
Hospitality/ Culinary Arts/Baking and Pastry Arts	**HP-290/291**
Medical Administration	**HA-290/291**

BBA Internship Course Code Numbers for Registration:

Accounting	**AC-390/391**
Business Management	**MG-390/391**
Information Technology	**CT 390/391**
Criminal Justice	**CJ 490/491**
Health Services Administration	**HA-390/391**
Hospitality Management	**HP-390/391**

MBA Internship Course Code Numbers for Registration: **MG-690/691/692**

SIX EASY STEPS TO All INTERNSHIPS!

STEP ONE

GET INTO THE OCA IF YOU WANT TO BE REGISTERED FOR

INTERNSHIP!

STEP TWO

GET INTO THE OCA IF YOU WANT TO BE REGISTERED FOR

FILL OUT YOUR APPLICATION

CREATE YOUR RESUME

APPLY TO INTERNSHIP SITES.

STEP THREE

WAIT ONE WEEK!

GET BACK TO THE OCA *IMMEDIATELY* IF YOU ARE NOT PLACED AND MEET WITH YOUR OCA COORDINATOR.

STEP FOUR

PLACED! - HAVE EMPLOYER FILL OUT AGREEMENT FORM AND SUBMIT TO THE OCA COORDINATOR.

NOT PLACED! - LIVE AT THE OCA UNTIL YOU GET PLACED!

STEP FIVE

PICK UP AN INTERNSHIP PACKET!

REVIEW WITH YOUR OCA COORDINATOR

SIGN OFF ON YOUR PACKET .

STEP SIX

SCAN YOUR TIMESHEETS WEEKLY!

EMAIL THEM TO YOUR COURSE DROP BOXES

EMAIL A COPY TO YOUR OCA COORDINATOR.

REMINDER ONE!

LOG ON TO YOUR INTERNSHIP COURSE THE 1ST WEEK AND DO THE ASSIGNMENT!

THIS WILL COUNT AS YOUR ATTENDANCE EVEN IF YOU DO NOT HAVE A PLACEMENT YET.

REMINDER TWO!

YOU MUST BE PLACED AND/OR DEEP IN THE PLACEMENT PROCESS IN THE 1ST WEEK!

IF NOT, YOU WILL BE *NOT* BE SWITCHED OUT OF THE RESEARCH COURSE .