





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 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, Hospitality, Culinary, Information Technology majors are required to work a minimum of fifteen hours per week, for a total of 160 hours 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 Associates program in order to register for the program.
- You must have at least 30 credits in the Bachelor's program to register.
- You must attend a mandatory internship information session held by your School and the OCA the semester *prior* to the semester that you will actually take the internship.
- 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 for placement before registering 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).

HA-290/291

#### **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

#### **BBA Internship Course Code Numbers for Registration:**

**Medical Administration** 

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-690/691/692/693

## SIX EASY STEPS TO IT INTERNSHIPS!

#### **STEP ONE**

REGISTER FOR YOUR INTERNSHIP!



**GET INTO THE OCA!** 

FILL OUT YOUR
APPLICATION

CREATE YOUR RESUME
APPLY TO INTERNSHIP
SITES.



WAIT ONE WEEK

GET BACK TO THE OCA

IMMEDIATELY IF YOU ARE

NOT PLACED AND MEET

WITH YOUR OCA

COORDINATOR.



#### STEP SIX

SCAN YOUR TIMESHEETS WEEKLY!

EMAIL THEM TO YOUR COURSE DROP BOXES

EMAIL A COPY TO YOUR OCA COORDINATOR.

#### STEP FIVE

PICK UP AN INTERNSHIP
PACKET!

REVIEW WITH YOUR OCA COORDINATOR

SIGN OFF ON YOUR PACKET.

#### STEP FOUR

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

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



#### **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
DROCESS IN THE 1ST WEEV!

IF NOT, YOU WILL BE SWITCHED TO THE RESEARCH COURSE.

## SIX EASY STEPS TO **CJ** INTERNSHIPS!

#### STEP ONE

REGISTER FOR CJ 292/492



GET INTO THE OCA IF YOU WANT TO BE REGISTERED FOR INTERNSHIP (290/4901)

FILL OUT YOUR
APPLICATION

CREATE YOUR RESUME
APPLY TO INTERNSHIP
SITES.

#### STFP THRFF

WAIT ONE WEEK!

GET BACK TO THE OCA

IMMEDIATELY IF YOU

ARE NOT PLACED AND

MEET WITH YOUR OCA

COORDINATOR.



#### STFP SIX

SCAN YOUR TIMESHEETS WEEKLY!

EMAIL THEM TO YOUR COURSE DROP BOXES EMAIL A COPY TO YOUR OCA COORDINATOR.



PICK UP AN INTERNSHIP
PACKET!

REVIEW WITH YOUR OCA COORDINATOR SIGN OFF ON YOUR PACKET.

#### STEP FOUR

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

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



#### **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.