Dear Student,

Guess what...it is time to get ready for your internship! Your Academic School and Career Services wants to inform you about the internship process. You must start AND COMPLETE the process in the semester prior to your actual internship!

---

1. Apply
   The semester before the internship starts!

2. Place
   The semester before the internship starts!

3. Register
   The semester before the internship starts!

4. Intern
   Begin working at your internship site and log in to Blackboard!

---

**Fall 2015 Internship Guidelines/Deadlines**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., June 22nd – Thurs., September 3rd</td>
<td>Check with your Academic Advisor to determine eligibility! Submit your Internship Application with a Career Services-approved resume to the Internship Coordinator. Start your Internship search and secure a placement. Register for the Internship course. If you have significant experience in the field related to your major (you must have at least 3 years for Associates, 5 years for Bachelors), you may petition to take another course instead of the Internship course. <strong>You must petition your Dean to determine whether the amount and breadth of experience will allow you to take another course. You may not use your current job for an internship</strong> unless you can work in a different department with different and increased responsibilities. This must also be approved by your Dean and your Internship Coordinator.</td>
</tr>
<tr>
<td>Monday, June 15th – Thursday, July 9th</td>
<td>Attend one of the <strong>Internship Crash Course</strong> meetings to learn more about the requirements, expectations, and tips on securing placements. Link for Online session: <a href="https://sas.elluminate.com/m.jnlp?sid=2009195&amp;password=M.6B96E5ED2A8C0B7A0B8027DF6DC5A7">https://sas.elluminate.com/m.jnlp?sid=2009195&amp;password=M.6B96E5ED2A8C0B7A0B8027DF6DC5A7</a></td>
</tr>
<tr>
<td>Tuesdays at 12PM or Thursdays at 5:30PM: Bronx Campus West Hall, room 414 OR New Rochelle Campus Main Hall, Career Service</td>
<td>Attend the <strong>College-wide Job and Internship Fair</strong>. Employers come on campus to recruit students for internships. Career Services-approved resume, Monroe College ID, and professional attire required.</td>
</tr>
<tr>
<td>Wednesday, July 22nd 4 PM – 6 PM Mintz Auditorium, Bronx Campus</td>
<td><strong>Deadline for your Internship Supervisor to submit your Internship Agreement form to the Internship Coordinator in Career Services. You must be placed before the semester starts on September 11th.</strong> <em>Please note that if you do not meet the Friday, September 4th deadline with an Internship Agreement Form, you will not be able to take the course until the Winter 2016 semester...even if you need it for graduation!</em></td>
</tr>
</tbody>
</table>

---

**VISIT CAREER SERVICES FOR ALL YOUR INTERNSHIP NEEDS!**

Sincerely,

Pamela DellaPorta, Executive Director, Career Services, pdellaporta@monroecollege.edu
Cathy Carbonelli, BX Internship Division Coordinator, ccarbonelli@monroecollege.edu
Veralyn Gabriel, NR Internship Division Coordinator, vgabriel@monroecollege.edu
Militza Gonzalez, BX Internship Coordinator, migonzalez@monroecollege.edu
Christopher Hughes, NR Assistant Internship Coordinator, chughes@monroecollege.edu
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 their 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. Students 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, students 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 your college career (6 during your Bachelor’s degree and 3 during your Associate’s degree OR 6 during your Associate’s 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 obtaining work experience in your field and do not meet the requirements, you can gain work experience without earning academic credit (i.e. volunteering).

HOW DOES CAREER SERVICES ASSIST WITH PLACEMENTS?
We will do all we can to assist you in finding an internship. However, you must secure the position yourself. Whether or not you obtain a placement will depend on how well you fare in the job search process. We will also help you develop an effective resume and coach you on successful interviewing skills. Keep in mind that you’re 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!

Once provided with the opportunity for an interview and internship offers, please notify the Internship Coordinator in order to provide you with guidance regarding the next steps.

WHAT IS A CORPORATE INTERNSHIP?
A Corporate Internship is a highly-specialized six-credit program designed to provide students with the opportunity to apply theoretical knowledge obtained in the classroom within a corporate setting. Through this experiential process, students are prepared to perform as professionals by gaining "Real Life" experience through the rigors of a highly structured internship program. A Corporate Internship can be an integral part of each of the majors, usually taking place in the third semester. The qualities, goals and advantages that distinguish “Corporate Internships” from the standard internship format are:

- Students are required to complete approximately 40 hours per week, totaling 320 work hours over the course of a semester
- Students receive 6 credits
- There is a higher degree of synchronization between the classroom and internship experience
- The extensive exposure and hands on experience enables the student to gain an in depth understanding of the industry
- Direct involvement in projects, thereby assisting the company in resolving specific problems and extending one’s knowledge base
- The sponsoring company gets to know prospective full-time candidates, assessing his/her profile and fit for future positions

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 PROGRAM

PREREQUISITES
You must have at least 30 credits in the Associate’s program or 60 credits in the Bachelor’s program in order to register.

COURSE REQUIREMENTS
- Each major is required to complete a minimum amount of hours for the semester. You are more than welcome to surpass the required hours. The position must be related to your major. The following is the required hours for each major:
  - Accounting: 120 hours, approximately 15 hours per week
  - Business: 120 hours, approximately 15 hours per week
  - Criminal Justice: 100 hours, approximately 12 hours per week
  - Culinary, Baking & Pastry Arts, and Hospitality (AAS): 120 hours, approximately 15 hours per week
  - Health Services Administration: 120 hours, approximately 15 hours per week
  - Hospitality Management (BBA): 160 hours, approximately 18 hours per week
  - Information Technology: (AS) 120 hours, approximately 15 hours per week
  - (BS) 160 hours, approximately 15 hours per week
  - Medical Administration: 120 hours, approximately 15 hours per week
  - Public Health (BS): 120 hours, approximately 15 hours per week
  - MS in Public Health: 240 hours, approximately 24 hours per week
  - Pharmacy Technician: 200 hours, approximately 20 hours per week
    - A faculty advisor is assigned to you according to your major once you have registered for the course with your Academic & Retention Advisor. Your Faculty Advisor will give you the syllabus for the course. All assignments must be completed in Blackboard beginning the first week of the semester whether or not you started your internship!

- PROTOCOLS
  - Attend a mandatory Internship Crash Course prior to the semester of internship
  - Visit Career Services to start the placement process before registering for the internship course
  - Meet with your Career Services Advisor to create and approve a marketable resume
  - Upload a Career Services-approved resume on Mustang Joblink (monroe-csm.symplicity.com/students)
  - Meet with your Career Services Internship Coordinator immediately to get assistance with your internship placement
  - Search Mustang Joblink for internship opportunities and apply to multiple 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
  - Register for the Internship course (see course registration codes below) with your Academic Advisor
  - Set up an appointment with your Career Services Advisor for a mock interview (optional)
  - Once you are placed, submit your Supervisor’s business card to your Internship Coordinator. We will then email an agreement form to your Supervisor. Once we receive the agreement form and approve your internship site, you will then receive a detailed packet with your timesheets.
  - At the beginning of the semester, check Blackboard for your course syllabus and assignments. Complete all assignments by the deadline whether or not you started your internship hours. Inform your Faculty Advisor and Internship Coordinator when any problem arises.
  - Attend the two mandatory internship meetings held by your Internship Coordinator and Professor during the semester
  - Scan your timesheets weekly. Upload them to Blackboard each week and submit a copy to your Internship Coordinator (via email or in person)

COURSE REGISTRATION CODES

AAS Internship Course Code Numbers for Registration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>AC-290/291</td>
</tr>
<tr>
<td>Business Administration</td>
<td>MG-290/291</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJ-290/291</td>
</tr>
<tr>
<td>Hospitality/Culinary Arts/Baking and Pastry Arts</td>
<td>HP-290/291/293/294</td>
</tr>
<tr>
<td>Information Technology</td>
<td>IT-290/291</td>
</tr>
<tr>
<td>Medical Administration</td>
<td>HA-290/291</td>
</tr>
</tbody>
</table>

BBA Internship Course Code Numbers for Registration:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>AC-390/391</td>
</tr>
<tr>
<td>Business Management</td>
<td>MG-390/391</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJ 390/391</td>
</tr>
<tr>
<td>Health Services Administration</td>
<td>HA-390/391</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>HP-390/391</td>
</tr>
<tr>
<td>Information Technology</td>
<td>IT-390/391</td>
</tr>
<tr>
<td>Public Health</td>
<td>PH 396</td>
</tr>
</tbody>
</table>

MBA Internship Course Code Numbers for Registration*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Criminal Justice*</td>
<td>CJ 690</td>
</tr>
<tr>
<td>MS in Public Health*</td>
<td>PH 780</td>
</tr>
</tbody>
</table>

* Graduate students are advised to visit their Career Services Advisor and Academic Advisor in the King Graduate School regarding the internship process.