

- Step 1: VISIT CAREER SERVICES FOR ADVICE ON FINDING AN INTERNSHIP.  
Building 36N on the Southern & Dobson campus
- Step 2: SEARCH FOR YOUR INTERNSHIP  
It is your responsibility to find an internship that qualifies for your program, and the Career Services staff will support you in your search.
- Search job and internship listings on the Career Services website ([www.mesacc.edu/career](http://www.mesacc.edu/career)) on the Internship site and on the Maricopa Career Network (<http://maricopa.jobing.com/default.asp>), through the Career Services database, or on your organizations' human resource webpages to locate positions that interest you. Track your applications and responses carefully.
- \*\* Have a Career Services Advisor review and critique your resume before you interview with an organization. You will present your resume to the potential employer at your interview.**
- *Do you want to use your current job to gain internship credit?*
    - Your job may qualify as an internship. To pursue this option, you and your supervisor will need to complete a Student Packet and submit it to the Career Center for approval. Not all positions will qualify for internship credit. A site visit will be done by Career Services staff to approve the work site as an internship location.
  - *Having trouble getting an interview?*
    - If you have been unable to secure interviews, the Career Advisors can help you. Meet with a Career Advisor for help with your resume and follow up activities.
  - *Having trouble getting hired?*
    - If you have interviewed with two or three employers and have not received an internship offer, contact Career Services to schedule an appointment with a Career Advisor to work on interviewing skills.
- Step 3: ONCE YOU'VE SECURED AN INTERNSHIP... SUBMIT AN INTERNSHIP AGREEMENT FORM  
When your search has ended with an internship offer, and you have accepted the position, you and your supervisor should complete an Internship Agreement Form.  
Submit the form by email to the Internship Coordinator ([elizabeth.calderon@mesacc.edu](mailto:elizabeth.calderon@mesacc.edu)). If you are seeking academic credit through an internship course at MCC, you will be notified via email once your Internship Proposal has been approved.
- Step 4: GAIN APPROVAL TO REGISTER FOR THE INTERNSHIP COURSE  
You must complete steps 1-3 prior to registration for an internship course specific to your major. If no faculty has been identified, the student will need to work with the Internship Coordinator to choose one. Often the Department Chair will elect to be the Internship Faculty on record. If you elect to identify a specific faculty then you can work with the faculty member to get approval for enrollment into the specified class.
- Step 5: START YOUR INTERNSHIP & RECEIVE COLLEGE CREDIT  
Start your internship and receive college credit. Internship courses vary between 1 and 6 credits. See the MCC Course Catalog for more information.