



Student Checklist for Internship Credit

_____ Meet with the Career Services Department to discuss your internship options

_____ Search for your internship. View internship openings on the Career Services website (www.mesacc.edu/career/internships/internship-opportunities), on Maricopa Career Link (<https://maricopa-csm.symphlicity.com/>), or on the human resources web pages of organizations that appeal to you

_____ Have your résumé and cover letter reviewed by one of the advisors in the Career Services Department

_____ Apply for Internship opportunities that interest you

_____ Once you have an offer from an internship site, contact Career Services for your Student Intake Packet. The Career Services Advisor will review the packet and the internship process with you. Some documents will need to be filled out by your Internship Site Supervisor and/or with your Faculty Coordinator (if completing an internship for credit with MCC). Return all forms to MCC's Career Services Department.

_____ Contact your Internship Site Supervisor to request that they complete the online interest form (<https://www.mesacc.edu/career/employers/employers-request-intern>)

_____ If completing the internship for credit with MCC, meet with your Faculty Coordinator to obtain approval to register for your internship class, receive your assignments, and start your internship!

Career Services
1833 W. Southern Ave.
Mesa, AZ 85202
480-461-7592

www.mesacc.edu/career

Providing guidance for career and workplace success!



Five Steps to Finding an Internship

Step 1: Visit Career Services for advice on finding an internship

Building 36N on the Southern & Dobson campus

In the Mesquite building on the Red Mountain campus (by appt. only)

Step 2: Search for an internship

It is your responsibility to find an internship that qualifies for your program. The Career Services staff will support you in your search:

- Search job and internship listings on the Career Services website (www.mesacc.edu/career), on MCCC'D's Career Link (<https://maricopa-csm.symphlicity.com/>), or on organizations' human resource web page to locate positions that appeal to you. Apply for positions and track your applications carefully.
 - Have a Career Services Advisor review and critique your résumé and cover letter before you apply with an organization.
- Contact employers directly to inquire if they would be interested in providing an internship opportunity.
- 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 Services department for approval. Not all positions will qualify for internship credit. If college credit is being given for the internship, 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...schedule an appointment with a Career Services Advisor to discuss your next steps.

When your search has resulted in an internship offer and you have accepted the position, call the Career Services Department at 480-461-7592 to schedule an appointment to meet with an advisor to learn about the next steps in the process.

Step 4: Gain approval to register for the Internship Course *(for college credit internships only)*

You must complete steps 1-3 prior to registration for an internship course specific to your major. If no faculty advisor 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 select a specific faculty member, then you will work with the faculty member to get approval for enrollment into the specified class. Internship courses vary between 1 and 6 credits.

Step 5: Start your internship!