The Ohio State University at Mansfield and
North Central State College

INTERNSHIP PROGRAM

Internship Process

**Continue to update the Coordinator on your progress, employer contact, & any issues throughout the Internship*

Student Timeline & Checklist

X or Dates

_____ **Appt. with Coordinator or attend a workshop**

- Navigate interests, resume assistance, expectations & understandings
- Receive student packet

_____ Resume emailed to Internship Coordinator at **camak.3@osu.edu**

_____ Resume & Cover Letter changes made by _____

_____ Is student ready/recommended for internship? **NOTES:**

Student to do: **Coordinator to do:**

Search:
College Central Network (NCSC students)**:** **www.collegecentral.com/ncstatecollege**
Handshake (OSU students)**www.careers.osu.edu**
Indeed: www.Indeed.com
Ohio Means Jobs: https://jobseeker.ohiomeansjobs.monster.com/
Community Opportunity: https://communityopportunity.com/

_____ Job Search _____ Job Recruitment

_____ Student applies, Coordinator recommends/sends resumes

_____ Employer Follow-ups and Update Status

_____ **2nd appt. with Internship Coordinator for interview prep**

Interviews:

_____ Employer/Student/Coordinator: Hire forms and Student Learning Agreement, etc.

_____ Arrange class credit and Faculty advisor (if applicable)

During the internship

_____ Report updates | Mid-Internship Site visit/Evaluation | Student/Employer Evaluations

_____ Attend Annual Internship Luncheon | Speak about experience at events (optional)

Contact Alicia Camak, Internship Coordinator, at camak.3@osu.edu or 419-755-4052 with questions.