



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 Career Pathway & Internship Coordinator or attend a workshop**

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

_____ Resume emailed to Career Pathway & Internship Coordinator at acamak@ncstatecollege.edu

_____ Resume & Cover Letter changes made by _____

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

Student to do:

Coordinator to do:

Search:

College Central Network: www.collegecentral.com/ncstatecollege

Indeed: wwwIndeed.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 Career Pathway & Internship Coordinator for interview prep**

Interviews:

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

_____ Arrange class credit with 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, Career Pathway & Internship Coordinator
at acamak@ncstatecollege.edu or 419-755-4786 with questions**