

Academic Internship Checklist

The following is a checklist to guide you in your process of securing an internship:

Date	Item
_____ prior to internship enrollment	Successfully complete Pre-Internship Seminar-IIT2000
_____ Two Semesters before	Meet with faculty advisor to discuss internship requirements
_____ Semester prior to internship	Resume developed and reviewed with the help of the Career Center Career Lab.
_____ Semester prior to internship	Develop and maintain a professional LinkedIn.
_____ Semester prior to internship	Meet with Career Coach to research and apply for internships.
_____ Semester prior to internship	Review and acquire professional dress attire for internship interview.
_____ Semester prior to internship	Connect with potential employers on LinkedIn.
_____ Semester prior to Internship	Complete Internship Agreement and Registration Form

Internship Agreement and Registration Form Instructions:

- _____ Fill out the “Student Information”, and then proceed to fill out the “Internship Site Information” by being in conversation with the Internship Site Supervisor.
- _____ Check with the Career Center to determine if a current Memorandum of Understanding is on file with the University (if required)
- _____ Work with Faculty Mentor to develop learning outcomes for the internship, as well as the number of credits, how the internship will fit within the academic schedule, and the grading criteria.
- _____ Obtain signatures from student, internship site supervisor, faculty mentor, and dean of college.
- _____ Once all areas of the form and signatures are collected, meet with the Internship Coordinator in the Career Center to review the Internship Registration & Agreement Form. The Internship Coordinator sends the information to the Registrar’s Office for processing.

Please note:

Students exceeding the normal semester credit hours of 18 (which results in a course overload) must obtain the permission from the program chair. Students must also visit Student Financial Services office to determine the cost to the student and to make appropriate payment arrangements.

Students completing internship experiences during the summer months will also be required to visit the Student Financial Services office to determine the cost to the student and to ensure appropriate payment arrangement are made.

Important Links

Career Center Email:

CareerCenter@indianatech.edu

Career Center Web Page:

<https://careercenter.indianatech.edu/>

Warrior Jobs:

<https://indianatech-csm.symplicity.com/>

Where Do I Intern?

<https://careercenter.indianatech.edu/wp-content/uploads/sites/15/Where-can-I-Intern-with-my-Major-2.pdf>