

# READY FOR AN INTERNSHIP?

## INTERNSHIPS AT A GLANCE

Internships are generally worth 3 credits and students must complete 150 hours at their internship site over at least 10 weeks. When you start exploring internships, here are a few things to consider:

- Where is it? Do you need transportation? Can you do this remotely?
- What does your course schedule look like? Do you have 2-3 days to dedicate 5-7 hours to?
- Will they pay you and how much?
- Are the projects/assignments enough to keep you busy for all 150 hours?
- Do you have a resume? If you have one, please make sure a staff member reviews it with you!

1

### LOOK FOR AN INTERNSHIP

Browse Handshake, LinkedIn, and Indeed. Write down a few that catch your eye and keep track of them in an excel spreadsheet to stay organized.

2

### MEET WITH INTERNSHIP CONTACT

Reach out to them by visiting the office or scheduling an appointment on Handshake. Discuss your options, review your resume, and notify your advisor about your search.

3

### APPLY TO INTERNSHIPS WITH RENEWED RESUME AND COVER LETTER

Apply to your list of internships. Make sure to personalize your cover letter for each internship you apply to.

4

### INTERVIEW

Conduct a Mock Interview with the Career Services staff beforehand. Stop by the Colonel's Clothes Closet to dress your best. Research the company and bring resume to the interview.

5

### ACCEPT & REGISTER FOR INTERNSHIP COURSE TO RECEIVE CREDIT

Send a thank you email to the interviewers. Kindly decline internships you do not want and accept the one you want. Notify the internship contact to begin paperwork.

6

### ATTEND MANDATORY INTERNSHIP MEETING

Internship meetings at the beginning of the semester are mandatory to help you fill out your paperwork and begin the internship process. The diversity paper will be discussed here.

7

### COMPLETE INTERNSHIP

All of the following must be completed and submitted: assigned work at your internship site, assignments from your faculty coordinator, paperwork for CPE 300 on LIVE, Diversity Paper

# WHAT ELSE?

If you are a Hospitality and Leadership or Accounting major, you need to complete 170 hours for 3 credits.

After you notify the internship contact that you have obtained an internship, you will be sent information about:

- Hours required for credit
- Mandatory internship meeting date & time.
- Being added to the CPE 300 course which is a 0 credit bearing course on D2L that houses all required internship paperwork.
  - The only assignment you hand into this course is the diversity paper, unless told otherwise by your faculty coordinator.

Please note that the internship course is not automatically added to your course schedule - it will take 3-5 business days because the internship contact needs to approve, then the faculty coordinator, and then the faculty chair. After this, the registrar will manually add it to your schedule.

# CONTACT US!

## MAKE AN APPOINTMENT WITH US ON HANDSHAKE

- Click on "Career Center" at the top of Handshake.
- Then click on "Appointments" and choose your appointment type.
- Make sure to bring your resume and any other materials you want to be reviewed to the meeting!
- Or scan the QR code to be directed to the appointment page!



## VISIT US!

Rear 236 S River St., Wilkes-Barre, PA  
To the right of the Henry Student Center by the parking lot.

## CHECK OUT OUR WEBSITE & PADLET!

[wilkes.edu/coop](http://wilkes.edu/coop)

On our website, you will find a link to a Padlet with a list of internships in most major fields.

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Wilkes University