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## **Internship Program**

### ***What is the Internship Program? Why do you want to do this extra work?***

*The Career Center actively seeks out specific internship opportunities for students. The student will meet with the Career Center staff and provide them with a copy of their resume along with an Internship Registration Form that outlines the type of internship the student is seeking. The Career Center staff then actively seeks out an internship based on the student's interests and qualifications. Once the Career Center staff identifies an internship that fits the student's targeted area, the student is given the information necessary to apply for the Internship. At that point, the student is responsible for contacting the potential employer and arranging for an interview.*

*The Internship Program is a valuable benefit to students who want a head start in their job search, as long as they put forth the initial effort. Participating in an Internship is often an enriching and challenging experience that for many students is an important and useful way of identifying a fulfilling career.*

### **The Internship Program requires you to accomplish the following to be eligible:**

- 1) Attend an informational meeting on the Internship Program provided by the Career Center staff. Meetings are available in Idaho Falls upon request.
- 2) Meet with a career counselor to have your resume critiqued and approved.
- 3) Fill out the Internship Registration Form.

### **How to get entered into the Internship Program:**

- 1) Go to, or call the Career Center to schedule an informational meeting on the Internship Program.
  - a. You need your Bengal ID number when you come.
- 2) Attend the meeting where the following will be addressed:
  - a. How the Internship Program can boost your chances of landing an internship.
  - b. How the Internship Program operates, and what the program expectations are.
  - c. The steps necessary to become active in the program.
- 3) At the completion of the seminar each student interested in continuing in the program will fill out the Internship Registration Form.
- 4) You will then make an appointment to meet with a career counselor to have your resume critiqued and approved by the Career Center.
  - a. If your resume has not been approved by the Career Center, you will not be eligible to participate in the Internship Program.
- 5) Upon resume approval, supply the Career Center with 5 copies of your resume printed on resume paper, and email an electronic copy to [domajord@isu.edu](mailto:domajord@isu.edu).
- 6) When you have completed each of the above steps, you will be eligible to participate in the Career Center Internship Program.

**Note:** In order for this program to work for you, follow-up is crucial. It is expected that you will follow-up in a prompt manner with any lead that the Career Center provides. If a lead does not fit what you are seeking you must communicate that back to the Career Center so that other options can be made available.

**THERE ARE MANY WAYS IN WHICH A STUDENT CAN OBTAIN AN INTERNSHIP;  
HOWEVER, WHY NOT LET THE INTERNSHIP PROGRAM AND THE CAREER  
CENTER GIVE YOUR INTERNSHIP SEARCH A BOOST**