MAJORS WITH INTERNSHIP OPPORTUNITIES IN INTEGRATED MEDIA AND TECHNOLOGY / BUSINESS PROGRAMS

Accounting
Business Management / Entrepreneurship
Business Office Applications
Computer Science
Digital Design and Graphics
Digital Photography
Finance
Human Resources Management
Interactive Media
Marketing
Supply Chain Management / Logistics

KEYS TO A SUCCESSFUL INTERNSHIP:

Appropriate dress
Professionalism
Tactfulness
Initiative
Appreciation
Enthusiasm
Attentiveness
Hard work

Accuracy
Preparation
Prompt arrival
Ethical behavior
Strong relationship with mentor
Accepting of criticism
Effective communication

www.csc.edu/intern

Contact information:
intern@csc.edu
PRE-INTERNSHIP

• Typically, you should start the internship process three months before the session you intend to enroll in the courses. Remember, the internship courses run concurrent to the Columbus State academic calendar. This window is only a guide, not a requirement. Many students are able to quickly find positions and work through the process in less time.

• Apply online for the internship program.

• A response email will be sent to your application including links to:
  i. Student Internship Packet.
  ii. Online internship job board.
  iii. Internship Process flyer.

• Prepare for your internship search.
  i. Create/update your professional resume and cover letter.
  ii. Develop a list of references (optional).
  iii. If you need assistance in creating these, contact the Internship Program Coordinator

• Conduct a position search by applying, interviewing, and being selected by a company to be their intern.
  i. The internship can be through a company from the list which was sent to you, from a website, or from a personal contact in your network.
  ii. We are often able to work with current employers to develop viable internship experiences. There are three key components to the internship. The internship is to be a mentored, learning experience in your field. For the internship to be a "learning" experience, you should be doing some thing above and beyond what you currently do. More information is provided in the student packet.

The internship program does not “place” students into internship positions. Students are responsible for securing their internship employment. We assist in identifying available opportunities; however, the student must apply, interview, and be offered employment from the company to ultimately obtain a position.

• Prior to accepting position with employer:
  i. Finalize the details and expectations of internship.
  ii. Submit the Approval Request Form to the Internship Program Coordinator.
  iii. Once approved, you will be enrolled in the internship practicum/semester courses.

DURING INTERNSHIP

• Complete Internship Weekly Activity Reports:
  i. Each week you will detail your activity at the internship.
  ii. Expand on your duties; explain what you have learned.
  iii. Report is due each week and submitted to your course instructor.

• Complete course projects/assignments which vary based on program.

POST INTERNSHIP

• Final Report and/or Presentation due:
  i. Presentation conducted during final week of semester. (if applicable)

• Evaluations due:
  i. Mentor Internship Evaluation due from employer to course instructor.
  ii. Student Internship Evaluation due from student to Internship Program Coordinator.