



Internship Checklist

The Internship Program at HACC, Central Pennsylvania's Community College, provides students with an opportunity to apply the knowledge they have gained in the classroom to real-life work experiences. An internship allows students to sharpen their professional skills while encouraging their personal growth.

Getting Started

- Begin** your search at least one semester prior to your internship semester.
- Determine** if your internship will be for academic credit or for work experience only.
Academic Credit: An internship that involves career related hands-on work experience and enrollment in an internship course completed over the duration of a semester. It is your responsibility to make sure all prerequisite course requirements have been satisfied. The student, the internship course instructor and the on-site supervisor are all actively involved in the learning experience. There are established course objectives and assignments, and you will receive a grade based on your performance. **College Central Network** postings will have approved internship course information listed.
Work Experience: An internship for work experience may be worthwhile and relevant to your career choice but no class credit is awarded. You determine if the work opportunity will meet your personal learning objectives. It is an arrangement between you and the employer; the college is not involved. Many **College Central Network** internship postings are also available as work experience only. Additional postings are kept in a separate notebook in the Career Services Center.
- Register** to view internships on College Central Network (www.collegecentral.com/hacc). You will receive an email with the Preliminary Internship Registration link.
- Search** the **College Central Network** internship listings or Internship Notebooks located in the Career Services Center (Cooper 215) and make a list of potential opportunities.

Applying for an Internship

- Develop** your resume and cover letter. Career specialists and reference materials are available in the Career Services Center to assist you in this process. Indicate in your cover letter whether desired internship is for academic credit or work experience only.
- Submit** resume and cover letter to your targeted employers using the **College Central Network** website. Follow specified application procedures for work experience internships.
- Prepare** for your interview by developing a short personal biography of your background, interests, and career goals.
- Learn** something about the company before your interview. Employers are impressed by candidates that have done some research and ask thoughtful questions.
- Interview.**
- Send** a thank you letter to the employer after the interview.

Note: Internships are not guaranteed. They are competitive. You will go through the same interview process that employers use to screen potential employees.

Completing the Process

- Inform** the Internship Coordinator (Cooper 215) of any internship placement.
- Notify** your Internship Course Instructor if you wish to receive academic credit, then:
 - Register for the internship course. You must pay the same tuition per credit as with a regular course.
 - Discuss specific learning objectives, assignments and evaluations.
 - Sign the Student Agreement Form in the presence of your Internship Course Instructor.