

Bachelor Degree Internship
(Senior, credit bearing internships)
STUDENT INSTRUCTIONS

All forms referred to on this page can be found at www.cobleskill.edu/academics/career-development/index.aspx. Click on **Internships** button, on the left side of the page, and then **Manuals & Forms**.

Two semesters prior to internship:

- ☐ 1. Research possible internship opportunities. Seek assistance from your faculty advisor, professors or the Center for Career Development.
- ☐ 2. Discuss timing of internship with faculty advisor.
- ☐ 3. Complete your FAFSA to receive financial aid for your credit bearing internship during summer, fall or spring semester.

One semester prior to internship:

- ☐ 1. Participate in Internship Orientation course if offered for your major. Refer to [Pre-requisites for Bachelor Degree Internships](#) page found on the Center for Career Development site above.
- ☐ 2. Complete the [Student Internship Eligibility Application](#) found on the CCD site above and meet with appropriate parties for signature and approval (**Oct. 1** for spring internship, **Mar. 1** for summer internship and **May 1** for fall internship). Then submit to school secretary to keep on file to be attached later to the Internship Learning Agreement (ILA).

Note: You will need to bring a copy of your **DegreeWorks** degree evaluation when you meet with your Faculty Advisor.

- ☐ 3. **Establish a faculty supervisor** for your internship by contacting the professor for your Internship Orientation course. If your department does not offer an Internship Orientation course, contact your faculty advisor to learn how faculty supervisors are assigned to Bachelor interns. When you identify a faculty supervisor for internship meet to discuss possible sites.
- ☐ 4. **Identify specific internship sites** through faculty, web based searches and other resources, students or professionals you may know who work in that career field, [College Central Network](#) (CCN) which is an online internship and employment listing system (found on the CCD site.)

Prepare a list of at least 10 possible internship sites. For each site, CALL and find out who you should be sending your cover letter and resume to within the company, unless you can apply directly through the website. Revise your cover letter and tailor it for each employer and internship description. Get the manager's work email, job title and correct spelling of their last name.

- ☐ 5. **Prepare a professional resume and cover letter.** Most students complete a resume and cover letter through their Internship Orientation course. Use [Optimal Resume](#) (on the CCD website). Create an account using your current SUNY Cobleskill email address. Cover letter tips and examples are listed on the website or stop by the CCD for a purple Optimal Resume Guide. Submit your documents to the "Review Center" for approval by CCD staff.

Prepare an E Portfolio through College Central Network to make you "stand out" as a candidate to employers.

- ☐ 6. **Prepare a professional email message for employers.** State that the internship you are seeking is required for graduation and note when you are planning to do an internship. Proofread this email and perhaps have your Professor or the CCD check your email as well. **ATTACH your finalized (already approved by CCD) cover letter and resume** to the email and **SEND**.
- Wait 3-5 business days and CALL the site to follow-up. This phone call is the single most important factor in students' receiving offers from sites.** Ask the receptionist or person who answers if they have received your cover letter and resume and let them know you are very interested in an internship position. This follow-up phone call is key in demonstrating to the site that you are a motivated applicant.
- ☐ 7. **Meet with your faculty supervisor to seek prior approval** for the internship you plan to accept. Your faculty supervisor, or the faculty member designated to approve internships, **MUST** approve your internship site.
- ☐ 8. **With faculty supervisor approval**, accept the offer that is the “best fit” for you. If you have more than one interview scheduled and you begin to receive offers it is acceptable to ask employers if you can have a few days or a week to make your final decision. This will give you time to receive all of your offers and select the best one. After you accept, you should politely and professionally decline sites to keep the possibility open for future employment. Thank the employer and share that you accepted the internship offer that was most closely aligned with your career goals.
- ☐ 9. Complete the [Internship Learning Agreement \(ILA\)](#) for your major, posted on the Center for Career Development website above. **The ILA must be typed and ALL fields MUST be completed including your email and your site supervisor's email.** Deadlines for submission of ILA: Dec. 1 for spring; May 1 for summer; Aug. 1 for fall internships.
- ☐ 10. **Work with your faculty supervisor and site supervisor to develop “Internship Objectives and Activities”** for your ILA. **Faculty MUST approve ILA goals.** Students are responsible for typing ALL information into the ILA. Site and faculty supervisors only sign the form.
- ☐ 11. **First obtain ILA signature from your faculty supervisor, and then obtain a signature from your site supervisor.**
- ☐ 12. **Hand your fully complete and signed ILA (signed by student, faculty supervisor and site supervisor) to your School Secretary.**
Ag. and Nat. Resources – Pam Strobeck or Amy Lauterbach, CANR Dean's Suite
Business/LAS, EC and PSYC – Susan Brodie in Wheeler 216

The school secretary will submit the signed ILA, Eligibility Application and Affiliation Agreement if necessary, first to the Dean and then to the VPAA for signature. Upon VPAA approval the **school secretary will register you** for your appropriate internship course. Students cannot enroll in the internship course through Banner.

Note: If your internship is UNPAID or offers a stipend the school secretary will need to complete an Affiliation Agreement for you, which will allow the College to provide unpaid student interns with liability coverage. Only interns who are paid an hourly wage will be exempt from this form. **You cannot begin your internship until this process is completed and your internship site has received an Insurance Certificate from SUNY Administration.**