

Looking for an Internship?

The internship process takes time and effort- we can assist you!



BEGIN!

At least one semester prior to desired internship session (Fall, Spring, or Summer)

Prepare

REQUIRED:

- Meet with your Career Counselor to have your resume approved & upload to Symplicity

CEDC Workshops (Highly Recommended)

- Interview Series Workshops 1&2
- Internship 101
- Maximizing Your Internship

Reminder!

Don't wait until your senior year to look for an internship!

Research

For Credit:

- Consult academic department for resources, prerequisites & requirements

Non-Credit:

- Review Symplicity and CEDC internship handout- "*Internship Websites*" for opportunities (available on the literature rack outside CEDC office- Shuster 254)

Advise

- Complete CEDC Internship Program Application (available on website & in office)

- Schedule meeting with Luisiana Baez-Canela, CEDC Internship Coordinator

Secure

- Apply to internships, interview and get the offer!
- Notify CEDC Internship Coordinator & Faculty Advisor, register for applicable internship course (if seeking credit)

- Complete Learning Agreement and submit to CEDC Internship Coordinator

- Attend CEDC Workshop: Maximizing Your Internship

Reflect

Evaluations:

- Complete Internship Site Evaluation Form and schedule a meeting with CEDC Internship Coordinator
- Meet with site supervisor for your internship performance evaluation



END!

Successful Internship Experience Completed!

Career Exploration & Development Center
(718) 960-8366
Shuster Hall 254
career.services@lehman.cuny.edu
www.lehman.edu/career-services