

### Minimum Qualifications for Internship Opportunity

Active Student\*

Grade Point Average (GPA) of 2.0 or above\*

Completion of core program courses as identified and recommended by industry and faculty\*

Rating of at least 3 in all areas of the Faculty Student Evaluation Survey\*

Completion of internship readiness preparation workshops (Internship Expectations and Responsibilities, Professionalism in the Workplace, Resume & Interview Basics, Mock Interview)\*

*\*Subject to change. Multiple-measures can be used to determine candidacy.*

#### **I. Internship Orientation (Soft Skills Seminar or appointment)-1 hour**

- Discuss internship details – position, location, wage, etc.
- Discuss basic expectations and student responsibilities –attendance, appearance, soft skills, etc.
- Complete Intern Responsibilities Form

#### **II. Resume & Interview Basics Seminar (or appointment)- 2 hours (1 hour lecture and 1 hour lab)**

- Resume & Interview Basics presentation and Q&A session
- Resume workshop/critique
- Interview practice

#### **III. Internship Interview**

- 10 questions
- PowerPoint presentation
- Committee ranking

#### **IV. Internship Preparation Follow-Up**

- Student perspective-strengths, weaknesses, etc.
- Committee perspective-scoring sheet, recommendations, decision
- Approved- complete application at CCN
- Denied-encourage more preparation and create an action plan to prepare for future opportunities