

## GETTING STARTED:

- ✓ Complete and submit Internship Interest Form online at TC Career Center
- ✓ TC Career Center will review your eligibility and be in contact via email.
- ✓ If eligible, student is to call and schedule appointment with Career Counselor to discuss minimum qualifications and begin screening process.

## ELIGIBILITY REQUIREMENTS

- Active Student\*
- Grade Point Average (GPA) of 2.0 or above\*
- Rating of at least 3 in all areas of the Faculty Student Evaluation Survey\*

## MINIMUM QUALIFICATIONS

- Completion of core program courses as identified and recommended by industry and faculty\*
- Completion of internship screening process\*

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

## SCREENING PROCESS

### Orientation

- Explain general internship participation expectations and student responsibilities
- Discuss student career and educational goals-- what is student looking for in an internship?
- If applicable, discuss currently available internship details – position, location, wages

### Resume Building

- Coaching on how to develop and tailor resume
- Create College Central Network account and upload resume

### Interview Skills

- Coaching on interviewing techniques (STAR)
- Mock interview

## NEXT STEPS:

Students who **are** eligible and meet minimum qualifications, will be added to the available interns list and will be notified via email of all internship opportunities, including application and selection procedures.

Students who **are not** eligible and/or do not meet minimum qualifications will be informed of what is needed and expected and provided the opportunity to create an action plan and work with a counselor to become eligible.