Internships: Your Step-by-Step Guide

Internships are a great way to gain real-world experience, explore career options, build your network, and prepare for life after Corban. Whether an internship is required for your major or something you want to pursue on your own, here is where to start.

1. Decide What You're Looking For
Before applying, take some time to think about:

- What industries or careers interest you?
- What skills do you want to develop?
- Do you need an internship for academic credit?
- Are you looking for paid, unpaid, part-time, summer, or semester opportunities? Are there specific organizations you would like to work with?

Not sure what you're looking for? That's okay. Career Services can help you explore options and identify internships that fit your interests and goals.

2. Search for Internship Opportunities
Start looking for opportunities through:

- The Corban University Job Board
- Company and organization websites
- LinkedIn and other internship/job sites
- Faculty and professional connections
- Your own research and outreach

Don't be afraid to contact an organization you are interested in even if they do not currently have an internship posted. Some opportunities begin simply by asking.

3. Meet With Your Academic Advisor
If you are hoping to receive academic credit for your internship, connect with your Academic Advisor before accepting or beginning the internship.

Discuss:

- Whether an internship is required for your major
- Whether the internship qualifies for academic credit
- How many credits you may be able to receive
- How the internship fits into your degree plan
- Any department-specific requirements

Internship requirements may vary by major and department.

4. Prepare Your Application
Before applying, make sure you have professional and updated application materials.

Depending on the opportunity, you may need:

- Resume
- Cover letter
- References
- Portfolio or work samples
- LinkedIn profile

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Career Services can review your resume, help with cover letters, prepare you for interviews, and help you feel confident before applying.

5. Apply & Interview
Follow the employer's application instructions carefully and keep track of the opportunities you apply for.

If you receive an interview, research the organization beforehand and be prepared to talk about your experience, skills, interests, and what you hope to learn through the internship.

6. Accept Your Internship & Complete Required Paperwork
Once you receive an internship offer, make sure you understand:

- Your start and end dates
- Expected hours and schedule
- Responsibilities
- Compensation, if applicable Who your supervisor will be

If you are receiving academic credit, complete any required Corban paperwork and approvals before beginning your internship.

7. Make the Most of Your Internship
Treat your internship like a professional job. Show up prepared, ask questions, take initiative, and build relationships with the people around you. Your internship is an opportunity to gain experience, learn what you enjoy, build your resume, and create professional connections that could help you after graduation.

Need Help Finding an Internship?
Start with Career Services.

Whether you know exactly what you want or have no idea where to begin, Career Services can help you:

- Explore internship and career options
- Find opportunities
- Search the Corban Job Board
- Improve your resume and cover letter
- Prepare for interviews
- Connect with employers
- Navigate your next steps

You don't have to have it all figured out before you come in. That's what Career Services is here for.

Important
This guide is a general starting point. Internship requirements, academic credit, paperwork, and approval processes may vary by major, department, employer, and individual student. Always connect with your Academic Advisor or appropriate faculty member if you plan to receive academic credit for an internship.