**CTA Internship Process:**

**FINDING AN INTERNSHIP**

1) Acquire/Read Internship packet (available hard copy from Dr. Reierson or electronically on Department website)
2) Create a goals list or ideal job description as a starting point
3) Search out opportunities (CSS jobspace, newspaper, websites, bulletin board in Tower 4400 wing, emails from Dr. Reierson, CSS announcements) / Call Ad/PR/marketing/media agencies, travel businesses, Chambers of Commerce, Visitor’s Bureau, Radio, TV, retailers. Where do you want to work? It doesn’t hurt to call!
4) Apply for various positions
5) Prepare for interview (research company or organization, list your strengths, review areas for improvement, practice!)
6) Interview
7) Obtain position

**SETTING UP CREDITS & CONTRACT**

1) Schedule meeting with Dr. Reierson – to discuss credits and requirements
2) Register for credits – Obtain Independent Study form from Registrars office. Complete with Dr. Reierson – Obtain advisor and Chair signatures.
3) Complete Contract (in packet) with Internship Supervisor – Dr. Reierson must also sign – Make copies for yourself, your Supervisor, and Dr. Reierson.
4) Complete “Goals” sheet (in packet) with your supervisor. Make copies for yourself, Supervisor, and Dr. Reierson.

**IN-PROCESS**

1) Keep a weekly journal – with entries detailing task completed, accomplishments, challenges, lessons (1 paragraph/week entries).
2) Compile a portfolio of work/projects (i.e. written pieces, concepts, creative, etc).
3) Complete Mid-term report (2-3pages). Follow questions in packet. Due ½ way through internship to Dr. Reierson.
4) Contact Dr. Reierson with any questions, concerns or need for intervention.

**WRAP-UP**

1) Complete Final Report (follow guidelines & questions in packet) – Turn into Dr. Reierson by last day of term.
2) Turn in journal entries (typed).
3) Turn in copies of relevant portfolio pieces.
4) Work with Supervisor to complete and send Supervisor evaluation (needed before a grade can be submitted). Due at end of term.
5) Request letters of recommendation from Supervisor.
Internship Behavior and Etiquette Guidelines

- Show respect at all times – through behavior, verbal language, body language (eye contact, posture, facial expressions).

- Be on time.

- Dress appropriately and professionally (one step above the norm to start).

- Be a team player – help others and always ask where help is needed.

- Ask for help or clarification when needed.

- Complete given tasks in a timely and professional manner (to the best of your ability).

- Accept challenges and challenge yourself (take on new projects, research skills and tasks you don’t know).

- Do not complain or become involved in office politics – (avoid or say politely “I prefer not to discuss/comment”).

- Accept direction from others – who are there to help you learn.

- Understand the investment the organization is making in you and your education/development as a young professional.

- Do NOT listen to music, take personal calls, play on internet or check social networking sites (unless on break or given permission...but do not abuse permission) – If you have “free” time, go back to asking all team members where help is needed.

- Communicate openly, honestly, and quickly when need accommodations (sick, emergency, family issues).

- Speak to others face-to-face when available

OTHERS? – Create your own reminders:

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*REMEMBER: You are the best advertisement for you on the job market. You are representing the college. You are representing our program and professors.