



## CHECKSHEET FOR PLANNING INTERNSHIPS

1. When you **meet with your academic advisor to plan your schedule**, ask for an **Internship Registration Form**. Obtain the signatures of your Academic Advisor and the Department Faculty Internship Supervisor. The Faculty Internship Supervisor will discuss the academic and other requirements you will be expected to meet during the internship semester.

**The supervisors for each department are:**

Dr. Nina Aversano (Business)

Dr. Pamela Kerrigan (Biochemistry)

Dr. Cathryn McCarthy (English)

Dr. Daniel Hrubes (Psychology)

Dr. Barbara Smith (Writing)

Dr. Ana Ribeiro (Biology)

Dr. Cynthia Myers (Communication)

Dr. Joseph Skelly (History)

Dr. Alfred D'Anca (Sociology)

2. Bring the signed Internship Registration Form to **Mr. Ronald Astree, Internship Coordinator for The Oxley Career Education Program** (Room 408-B Founders Hall) so he can **release the registration hold** for the internship course. He will also provide information about how to locate and apply for internship opportunities and help you with your resume and cover letter.
3. Begin applying for Spring internships in late October/Early November, March for Summer internships and May for Fall internships. We encourage you to apply early for internships, as you are in competition with students from other schools.
4. The college has a **database, of internship opportunities** (named Dolphin link) found at ([www.myinterfase.com/mountsaintvincent/student](http://www.myinterfase.com/mountsaintvincent/student)). A list of other recommended internship search websites are also available in the Oxley Career Education Program Office (408 Founders Hall). You may also use ([www.mountsaintvincent.edu/5202.htm](http://www.mountsaintvincent.edu/5202.htm)) as a source to identify additional internships online. You will need to check with your Faculty Internship Supervisor in your department to ensure the internship you are considering will be **accepted for credit**.
5. You will need a **resume and cover letter**. The resume and cover letter must be submitted to the Oxley Career Education Program Internship Coordinator before conducting an internship search. Samples are available in the Oxley Career Education Program Office (Founders Hall 408). It's strongly recommended that you make an appointment to obtain help from the Oxley Career Education staff.
6. Once you have an internship, you and your Internship Site Supervisor must fill out an Internship Agreement form. **Note: Your internship is not "official" until this form is completed and signed by the Internship Faculty Supervisor also returned to the Oxley Career Education Program Office.** This form should be completed by the end of the first week of classes. Please make sure to meet with your Faculty Internship Supervisor and Oxley Internship Coordinator if you are having issues obtaining your Internship Agreement form.
7. When you return the Internship Agreement, you will be e-mailed an **Internship Handbook**. You can also find the Internship Handbook at [www.mountsaintvincent.edu/442.htm](http://www.mountsaintvincent.edu/442.htm), for your review.
8. **This is a course** and you will be given a grade. You will receive 3 credits for completing 120 hours at the site as well as completing academic assignments. Check with your department Internship Faculty Supervisor to determine required meetings and assignments. All Career Education Program assignments are listed in the Internship Handbook.

**The Oxley Career Education Program- Founders Hall 408, 718-405-3207/3262**

To set up an appointment you may stop by the office and schedule an appointment with the Administrative Assistant- Ana Binet (718-405-3265) or you can email Ronald Astree at [ronald.astree@mountsaintvincent.edu](mailto:ronald.astree@mountsaintvincent.edu)