

Thomas  
COLLEGE



COMPREHENSIVE

# CAREER GUIDE

Preparing Thomas students for

# Internships



# Securing and Completing an Internship

Read below for the process of securing an internship!

## Prepare your resume

- Refer to the examples provided in the resume & cover Letter lookbook.
- You can set up a meeting with Professional and Career Development (PCD) to help you make edits.

## Define Your Internship Goals

- Areas of Interest: Identify the type of work you are interested in (use the resources page for help).
- Preferred Location: Decide on a geographical location for your internship.
- Semester Selection: Choose the semester you wish to do your internship (Fall, Spring, or Summer).

### Important Notes:

Program Sheet Consultation: Ensure you work with someone who can review your program sheet to verify if you have room in your schedule for the chosen semester.

Eligibility Requirements: You need at least 60 credits and a minimum GPA of 2.5 to be eligible for an internship. If you do not meet these requirements, contact PCD for special instructions.



## Conduct Your Own Research

- Look for internship and job placements that interest you. This helps PCD identify similar opportunities and teaches you how to conduct job searches independently.
- PCD provides support alongside your own search efforts.
- See effective ways to look on the resources page.



## Collaborate with PCD

- Identify Opportunities: Work with PCD to shortlist 5-10 opportunities you want to apply for or inquire about.
  - If you are an International student, please set up a meeting with Kerry Smart at this point.

## Apply and Interview

- Submit your applications and prepare for interviews.
- See our Interview lookbook for help.
- PCD also offers mock interviews, or you can use our Big Interview platform to practice.

## Secure Your Internship & Confirm

- Internship Contract: Once you have secured an internship, complete the Internship Contract with your site supervisor.

### Important Aspects of the Contract:

Learning Objectives: Meet with your site mentor to create at least five job-related goals that are specific, measurable, and attainable learning outcomes. Use action verbs like describe, identify, organize, compare, state, explain, demonstrate, define, differentiate, write, analyze, plan, discuss, outline, complete, produce, create, design, and prepare. Avoid using "learn" and "understand." Each goal should focus on one observable performance.



## Enter Information into Handshake

- Formal Contract Submission: Enter the contract details into Handshake. Follow the directions at the bottom of the internship contract. Once submitted, the contract will be sent to the site supervisor for approval via email. (Note: Site supervisors may need to check their junk folder or search "Handshake" for the approval email.)
- Approval Process: After the site supervisor, the approval process moves to your advisor, then to the department chair, and finally back to the PCD office for overall approval.



## Finalize Your Internship

- Official Status: Upon receiving all four approvals, your internship will be officially recognized and you can receive academic credit.

## Academic Requirements

- Canvas Course: Follow along with your internship course via Canvas, which includes:

### REQUIREMENTS THROUGH CANVAS

- 1 Weekly Journal Entries: Document your experiences and reflections.
- 2 Logging Time: Track your hours worked, which can be added to your weekly journal entries.
- 3 Final Presentation: Prepare and deliver a final presentation summarizing your internship experience.

## Supervisor Evaluation

- Evaluation Form: Your site supervisor/mentor will receive an evaluation form from Handshake that they must fill out at the end of your internship. This evaluation contributes to your final grade.

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**By following this comprehensive guide, you will be well-prepared to secure and successfully complete an internship that enhances your career readiness and employability.**

# RESOURCES



## Career Exploration:

- Onetonline.com
- <https://www.mynextmove.org/>
- PCD offers the Clifton Strengths Assessment, email [Kiara.goggin@thomas.edu](mailto:Kiara.goggin@thomas.edu)
- PCD offers externship and job shadow experiences, come and meet with us!

## Effective Ways to Look for Jobs & Internships:

- LinkedIn.com
- Indeed.com
- Maine Munciple
- jobsinME
- Live + Work In ME
- Handshake
- PCD offers Career Fairs in both the fall and spring semesters.

# NEED HELP? CONTACT US!

Located in AD-105, stop by and see us!



**AMANDA WRIGLEY**

Director of Professional & Career Development (PCD)

CONTACT: [Amanda.Wrigley@Thomas.edu](mailto:Amanda.Wrigley@Thomas.edu), 207-859-1464



**KERRY SMART**

Program Coordinator for HAIBI and PCD

CONTACT: [Kerry.Smart@Thomas.edu](mailto:Kerry.Smart@Thomas.edu), 207-859-1159

\*International Student Specialist



**KIARA GOGGIN**

PCD Program Coordinator

CONTACT: [Kiara.Goggin@Thomas.edu](mailto:Kiara.Goggin@Thomas.edu), 207-859-1106