

Student Roadmap for Internships

Step 1

- Reach out to Faculty Advisor/Internship Coordinator to learn about requirements for internship course
- Create your [Pipeline Profile](#) and use Pipeline to search for current internship opportunities. Complete the Internship Interest Form.
- Complete [Student Career Ready Checklist](#)
- Reach out to employers and submit application, attend interviews, accept role and notify Faculty Advisor and Internship Coordinator of internship opportunity

Step 2

- Meet with Faculty Advisor and Site Supervisor to establish goals and objectives for internship experience and complete the Internship Contract, WBE New Hire Form in Pipeline any other required documents
- Ensure you are registered for the internship course

Step 3

- Enjoy your internship experience
- Track your internship hours, complete reflective assignments, and reach your outlined learning objectives

Step 4

- Complete mid-point check in and eval in internship course
- Near the end of your experience, complete the Internship Evaluation Form

Step 5

- Update your Pipeline account on if you gained employment from your experience
- Update your resume with your internship experience as well as any professional profiles you may have (e.g. Pipeline, LinkedIn, etc.)

Questions or need help?
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