

CSC-250 Internship

Info sheet for interns

Internship website: <http://www.flcc.edu/offices/computing/>
(Click on "IT Internship Program" on the right side of the web page.)

Requirements:

- Write a brief description of the work that you will be doing for your internship. (Include the name of the company that you will work for and your supervisor's contact information.)
- Internship contract (see Barb for a copy) signed by you, your employer, and Barb.
- At least 225 hours of work
- A journal that records ...
 - o date
 - o number of hours worked
 - o a brief description of what you did on this date and your observations
- Presentation at the end of your internship describing your work experience
- An evaluation completed by your employer of your work
- An evaluation filled out by you about your experience (optional)

Responsibilities:

- Intern's
 - o to find an internship job
 - to write/update a resume
 - to interview for the job
 - o to work in a professional manner
 - o to meet the requirements of the internship and contract
- Employer's
 - o to interview potential interns
 - o to provide 225 hours of work
 - o to manage the intern's work assignments
 - o to monitor's the intern's work
- Internship coordinator's
 - o to act a central point for internship opportunities
 - finding a job is the responsibility of the intern
 - o to step in if needed to resolve any issues

Helpful resources

- FLCC Career Services department –
 - o where to find them
 - located on the second floor – main campus
 - <http://www.flcc.edu/career/index.cfm>
 - o Laura Rakoczy – rakoczla@flcc.edu
 - Unsure about the quality of your resume?
 - Laura will review your resume and give you hints on how to improve it
 - Nervous about doing an interview?
 - Laura will do a mock interview with you. Nothing like practicing to help get the feel of things.