



Castleton University

GUIDE TO INTERNSHIPS

Please follow these steps to secure a meaningful internship that will meet your career and educational goals, while earning academic credit at Castleton University.

- In choosing an internship site, determine:
 - What organizations or businesses are poised to take you on as an intern?
 - Which site will offer you the type of learning experience you are seeking?

Generate ideas for potential internships by contacting your Academic Advisor, faculty, family and friends. There are countless internship opportunities available with local, state and national businesses, organizations and government agencies.

Check out current internship postings on the Castleton website.

<http://www.castleton.edu/academics/career-services-internships/internships-and-jobs/>

- Other helpful contacts, to assist students in identifying potential internship sites, include Chrispin White, Director of the Center for Community Engagement (chrispin.white@castleton.edu) or Renée Beaupré White, Director of Career Services (renee.beauprewhite@castleton.edu).
- Students must be prepared with the following information:
 - Declared major and how it is aligned with future career goals; i.e. *Business junior seeking finance or accounting experience*
 - Geographical location or preference; i.e. *local, regional, national, hometown*
 - Resume - *Students are encouraged to have their resume reviewed with Career Services staff prior to submitting*
 - Paragraph stating objectives they intend to meet. *Students are encouraged to meet with their faculty advisor to identify objectives and outcomes.*
- Once an internship is secured, student will begin the Internship Contract process with Academic Advisor. A copy of the Internship Contract can be found here: **[castleton.edu/internship-contract](http://www.castleton.edu/internship-contract)**
- Once contract is complete with job description and all signatures have been obtained, student submits contract to the Registrar's Office, located in the lower level Woodruff Hall. We suggest students obtain the required signatures, in the following order (if possible):
 1. Students Signature
 2. Internship Supervisor Signature
 3. Faculty Supervisor Signature
 4. Department Chair Signature
 5. Internship Coordinator Signature
 6. Academic Dean Signature (if waiver is necessary)

Students cannot begin their internship until all paperwork has been submitted and approved by the Registrar's Office.

Please Note: This process may take longer than anticipated, so please plan ahead.