Steps to Guaranteed Internship/Research/Funding:

Working with Career Services Professional Staff Requirements:

⊙ Meeting with Career Counselor  
⊙ Resume reviewed by Career Services Staff at a clinic or by appt.

Academic Requirements:

⊙ Declare a major (for sophomores)  
⊙ Be in good academic and social standing with the Colleges (as per Dean’s office)

Social Media Requirements:

⊙ Have a LinkedIn Account

Workshop Requirements:

⊙ Attend Ready, Set, Go workshop  
⊙ Attend Interview Essentials workshop  
⊙ Attend Networking 101 workshop  
⊙ Attend Resume Writing workshop or 1-on-1 appt. with a Career Assistant  
⊙ Participate in a mock interview (face-to-face or online) and complete self-evaluation  
⊙ Participate in Career Services event (i.e Professional-in-Residence, Job Shadow)

Internship/Research Specific Requirements:

⊙ Complete any preparatory requirements of the specific internship (health, visa, etc.)

GPS Requirements:

⊙ Apply for Guaranteed Internship “Job” with all required documents:  
  o Resume (complete the resume development process)  
  o Cover Letter  
  o References Page (one page that includes 3-to-4 professional references)  
  o Completed application  
⊙ MUST Apply by the deadline or funds are not guaranteed  
  o Application is due the last Friday of March  
  o NOTE: Internship does not need to be finalized at the time of application