



Customized Internship Assistance

The Experiential Learning and Internships Office provides customized internship assistance for interested students. To be eligible for **Customized Internship Assistance** you must attend a general **internship search meeting** with the Experiential Learning Coordinator, meet with a faculty member and complete a **Faculty Recommendation**, register with **Career Connect**, email copy of **resume** to Experiential Learning Coordinator, and complete the online **Internship Interest Form**. *Once all items have been completed and verified you will be eligible to receive Customized Internship Assistance and will receive a welcome email with next steps.*

Attend General Internship Search Meeting

Before requesting Customized Internship Assistance, you must have an initial meeting with the Experiential Learning Coordinator to talk about your resume as well as review the various resources and websites to use in your internship search. Schedule a meeting by emailing melissa.english@rrcc.edu.

Faculty Recommendation

Meet with a faculty member in your area and have them complete the **Faculty Recommendation**. Faculty Recommendation forms are available on-line at: www.rrcc.edu/career-services/experiential-learning. Submit completed Faculty Recommendation forms to melissa.english@rrcc.edu or turn in to Room 1255 in the Hub

RRCC Career Connect

Register with Career Connect. Career Connect allows you to search and apply for internships 24/7 with organizations interested in RRCC students. Career Connect has the most up-to-date information on available internships and will provide you with information about each internship as well as specific instructions on how to apply. Access Career Connect by logging in to **The Rock** and look for the **Career Connect** button on your **Dashboard tab** (at the bottom of the page) or visit: www.rrcc.edu/career-connect.

- *First time:* Click on Student > New Student > Create New Profile or Find Account
- *Searching for Internships:* Log on and look for **my internships** on left side of website.

Resume

Create, revise, and edit your resume and submit an electronic copy of your resume to melissa.english@rrcc.edu. The version you submit should be error free and ready to be sent to potential employers.

Internship Interest Form

Complete the Internship Interest Form at <https://forms.gle/mSABuUbSWY76jsNF8>. Make sure to fill the Internship Interest Form completely. The more information provided the more the RRCC Experiential Learning and Internship Office can assist in your internship search.

IMPORTANT REMINDER: Customized Internship Assistance is not a guarantee of internship placement, but additional customized assistance finding an internship. The RRCC Experiential Learning and Internship Office will work as hard as you do to find an internship. Only request Customized Internship Assistance if you are committed to spending time looking for an internship on your own as well as in collaboration with the RRCC Experiential Learning and Internship Office.