



What Do I Do After I Find An Internship?

Congratulations! You found an internship!

Now it is time to get started on the process of getting credit for your internship.

Important Note: You will not be able to register for your internship course until you have turned in all your signed internship paperwork to the Experiential Learning Coordinator and given permission to the Experiential Learning Coordinator to register you for the course.

- Set-up Internship Orientation with Experiential Learning Coordinator.
 - The Internship Orientation takes approximately 30 minutes.
 - *To set-up an appointment call 303-914-6361, stop by Room 1255 in the HUB, or email melissa.english@rrcc.edu*

- Attend Internship Orientation with the Experiential Learning Coordinator. At the Internship Orientation, you will go over all required paperwork and requirements for your internship.
 - Bring the following to your Internship Orientation:
 - Job description for internship (if you have one)
 - Copy of your resume (You can also email an electronic version of your resume to melissa.english@rrcc.edu)
 - Any questions you have about your internship

- Complete the following paperwork and turn in to the Experiential Learning Coordinator:
 - Have Training Agreement signed by Internship Site Supervisor and Internship Instructor
 - Discuss and complete Final Project Agreement with Internship Instructor
 - Work with Internship Site Supervisor and Internship Instructor to create Learning Objectives, fill out the Learning Objectives Worksheet, and have Internship Site Supervisor and Internship Instructor sign finalized Learning Objectives
 - Discuss internship schedule with Internship Site Supervisor and complete Planned Internship Schedule
 - Complete the Pre-Internship Evaluation.

- Register and pay for Internship credit.
 - Once the Experiential Learning Coordinator has received all your signed internship paperwork they will email you (at your school email address) asking your permission to register for the internship course. You must reply to the email to process your registration.

- Start your Internship!