

ROLLINS INTERNSHIP SEARCH PLAN

Goal: _____
What do you hope to accomplish? By when?

Action Steps:

To improve your chances of finding and securing an internship experience, we recommend the following steps as a guide.

- Schedule and attend a Resume Review and a Cover Letter appointment at CCLP**
 - *Time/Date of Appointments:* _____
- Branch out during the search with a variety of resources like: Handshake, Vault, LinkedIn, and other search engines**
 - *See the Resources Guide in this plan for further helpful tips.*
- Use the Internship Search Tracking Sheet to track application requirements, timelines, and other details**
 - *See Internship Search Tracking Sheet included. Make additional copies if you need more space.*
- Apply to at least 3 internships per week during the search**
 - *This increases your chances of landing an internship while under a tight timeline. Adjust for an extended timeline.*

Focusing Your Search:

Fields/Industries of Interest:

1) _____ 2) _____ 3) _____

Locations of Interest:

1) _____ 2) _____ 3) _____

Experiences and Transferable Skills:

1) _____ 2) _____ 3) _____

Insider tip: When tailoring your resume, run it through a resume keyword scanner like www.jobscan.co to make sure you are highlighting the key skills the employer is looking for. This can make all the difference in whether or not you get considered!

Have questions or need support? Email us at internships@rollins.edu or make an appointment on Handshake

Internship Search Tracking Sheet

Position Title Company Name	Application Opens	Application Closes	Application Qualifications		Application Materials Needed	Notes (Submission Date, Status, Follow-Up, Etc.)
			Acquired	Missing		

Insider tip: Save/print the internship posting description so you can refer back to it if you are called for an interview. Often, postings are taken down by the time interviews are scheduled, so you won't have access to review it later.

Have questions or need support? Email us at internships@rollins.edu or make an appointment on Handshake

Resources Guide

Rollins handshake Resources

Handshake is not only a great place to search for internships and make appointments with the CCLP, it is also our 24-Hour Career Center. Check out the Resources page for tons of exclusive content. Some highlights are included below.

- **Vault** - A vault of information for your career preparedness! Whether it's making an industry specific resume, diving deep into industry research, preparing for an interview, or finding out the best places to work in your city, Vault has the inside scoop. It's packed with information, so there is plenty to explore.
- **GoinGlobal** - A database of specific information about culture, work permits, visa regulations, job outlooks, interviewing advice, and more in different countries and large metropolitan American cities. The information is updated frequently and there are actively curated internship postings.
- **LinkedIn Learning** – LinkedIn is leading online learning to help users develop business, software, technology, and creative skills to achieve personal and professional goals. Use this if you need a specific skillset for an application or company you love!

Resources Outside Handshake

- **LinkedIn** – A great way to search for internships as well as network with Rollins alumni in companies you love.
- **InternQueen.com** – A curated platform of competitive and unique internships as well as a great learning resource.
- **Idealist** – A resource to find opportunities that directly relate to social impact, action, collaboration, and doing good.
- **Indeed.com** – A job and internship search portal that lets you search postings from thousands of websites.
- **ZipRecruiter.com/College-Jobs** – This unique URL leads to a great database of internships and entry level jobs.

Other Resources

Insider tip: Seeking that dream internship with that dream company? Search for people on LinkedIn (think: ALUMNI!) who've had that internship and look at the experience they had prior to landing it. These are great insights into what the company looks for when hiring interns and what you might need to do to make yourself more competitive.

Have questions or need support? Email us at internships@rollins.edu or make an appointment on Handshake

Students seeking credit for their internships must be enrolled in the Online Academic Internships Reflection Course concurrent with their internship experience. Students will register on FoxLink during the semester prior to their internship experience. Internships must be approved by CCLP and, if a student is seeking major credit, must be approved by their department chair.

ACADEMIC INTERNSHIP ELIGIBILITY CRITERIA:

All Students

- Must be in good academic standing during the semester of the internship
- May need to receive additional approval or provide additional information to meet eligibility requirements to receive credit in the major or minor

CLA Students

- Must have earned at least **30** semester hours
- Will not earn more than **12** internship credit hours in all while at Rollins, including internships offered through the Office of International Programs

Hamilton Holt Students

- Must have completed at least **one semester** enrolled in Hamilton Holt

INB Students

- Must have completed at least one of the following courses: INB 337, INB 365, INB 372

INTERNSHIP CREDIT HOUR CHART

Semester Credits	Total Hours per Semester	Hours per week (Based on 14-week Fall/Spring Semester)	Hours per week (Based on 9-week Summer Semester)
4	160	12-15	19-21
3	120	8-10	14-16
2	80	6-8	10-12

Note: Most departments require students to earn 4-credits in order to receive internship credit in the major.

Remember: Internship Registration opens and must be completed the semester prior to participating in an internship. Dates will be released each academic year.

Insider tip: The internship registration process is the same process to request approval for your internship. Prior to registration, if you want to make sure that your internship is eligible for approval, check in with CCLP staff or, for major credit, check in with your department chair.

Have questions or need support? Email us at internships@rollins.edu or make an appointment on Handshake