

Credit Bearing Internships

Explore your options and bank professional experience before graduation.

How will participating in the Internship Program benefit you?

1. **Explore** career paths & organizations from the inside to identify where you do & don't want to be
2. **Graduate** with degree-related work experience that makes you the more qualified candidate
3. **Position** yourself with professional work experience that warrants a higher salary from the start
4. **Know** before you go...experience the different cultures and expectations of a professional setting

What to expect...

- To have meaningful projects connected to your degree to list on your résumé before graduation
- To earn 3 credits for working a minimum of one hundred hours in a professional setting
- A selection of both paid and unpaid internship opportunities
- To be enrolled in the internship course concurrently with your internship experience. This is an asynchronous, virtual course. Students are responsible for completing journal entries, timesheets and discussion boards to receive a grade that will be factored into their grade point average.
- To be evaluated and to evaluate the performance of both your site supervisor and the experience
- Expect to be more employable when you graduate!

Check your eligibility status by placing a check mark in each of the boxes that apply. All seven criteria must be met to be eligible to participate in the internship program.

- I am enrolled in a School of Business degree program
- I have attended FSC for at least one semester
- I have completed at least 60 credits
- I have earned a cumulative GPA of at least 3.0
- I have one free elective or business elective to apply towards the internship class
- I already have a résumé or I can create an up-to-date résumé
- I can secure two references from FSC professors

When to get started...

Get started now! Planning will give you and the Internship Coordinator the time to find the most fitting internship for your lifestyle and needs. You will need to set aside elective credits to participate.

FAQs

Can I find an internship on my own? You may find an internship on your own; however, interning at a family business is not permitted, nor is interning with your current employer in your current capacity. FSC must approve all internship sites. The process is simple — connect with the Internship Coordinator to onboard a new internship partner.

Can I do a second internship? Yes, you can earn up to six applied learning credits! You will earn three elective credits for each applied learning experience. Applied learning is a graduation requirement. You may earn those credits in several other ways; internships are not mandatory.

How to apply...

Begin by completing the steps below in the order in which they appear. Send requests and completed paperwork to lisa.lubrano@farmingdale.edu

- Step 1: Request the “Getting Started” paperwork. Please include your RAM number in your email. You will need to use these forms to complete the next steps.
- Step 2: Send your résumé in Microsoft Word. If you would like to create a new résumé or strengthen your résumé together, please email me to make an appointment. (sample résumé provided)
- Step 3: Send your unofficial transcript from OASIS (instructions provided)
- Step 4: Request a letter of recommendation from two FSC professors (form provided)
- Step 5: Sign and return the Communication & Conduct Agreement (form provided)
- Step 6: Schedule an in-person or virtual appointment with me to develop an internship search plan
- Step 7: Search for internship opportunities using:
AXIOM MENTOR: <https://www.farmingdale.edu/axiom-login>
CareerConnect: <https://farmingdale-csm.symplicity.com/students>
and public sites like Indeed www.indeed.com
- Step 8: Prepare for interviews. You may prepare independently or practice with me to review your responses to the most frequently asked interview questions. (interview packet will be emailed)
- Step 9: View the “Building a Professional Presence” slide presentation (presentation will be emailed)
- Step 10: You’ve been hired! Congratulations! Finish the paperwork by signing a Learning Agreement and an Add/Drop form. Converse with your employer to solidify your start date. You did it! (instructions for electronically signing agreement and the Add/Drop form provided)

Please feel free to reach out anytime. I am happy to help you.

Lisa Lubrano, Internship Coordinator

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