

Internship Program

Student To Do Check List

Today's Date:

Step One: Submit the Following Documents to the Internship Coordinator

- Résumé (you may request a sample template to build your résumé and then review it with the coordinator)
- Sign and date the Recommendation Release form (sign form provided, do not type signature)
- Request by email recommendations from two FSC professors (use recommendation form provided)
- Sign and return the Communication & Conduct Agreement (sign form provided, do not type signature)
- Complete, sign and return the Add/Drop form (use form provided, do not type signature)

Step Two: Partner with your Internship Coordinator to Search for Internships

- AXIOM MENTOR: <https://www.farmingdale.edu/axiom-login>
- CareerConnect: <https://farmingdale-csm.symplicity.com/students>
- Public sites like Indeed www.indeed.com

Step Three: Request Interview Preparation Resources or Schedule a Practice Interview

- Interview preparation packet, tips and a slide presentation (materials will be sent to you)

Step Four: You've Been Hired! Electronically, sign your Learning Agreement

- Sign your Learning Agreement electronically (instructions will be sent to you automatically)
- Review Degree Works to confirm your registration in the internship course

Students must independently seek and apply for opportunities as well consider opportunities made available by the Internship Coordinator. If you find your own internship, we will work together to have the site approved by FSC. Students cannot intern with an organization owned and operated by their family. If you apply for a position using Axiom Mentor, please let me know so that I can support you through that process. If you would like to practice your interviewing skills, I am available to help you develop appropriate responses in-person or virtually.

Lisa Lubrano, Internship Coordinator

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