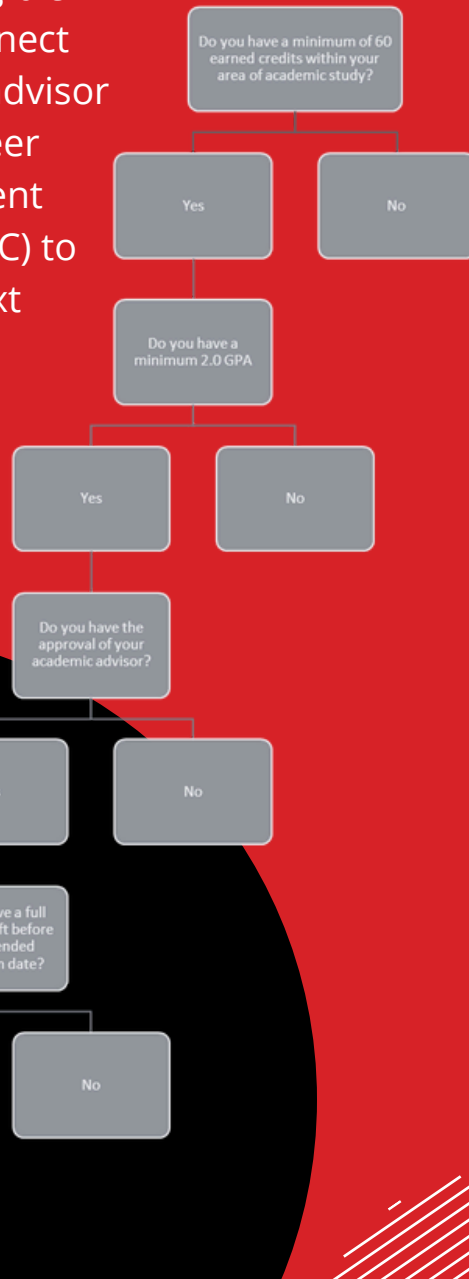


Am I Eligible?


Follow this diagram. If you are not eligible please connect with your advisor or the Career Development Center (CDC) to discuss next steps. If you are, keep reading!



Let us know if you have any questions!

Bethany
LUTHERAN COLLEGE

Contact Us :


 507-344-7303 (Office)

 Luther Hall 208

 careerdevelopment@blc.edu

Student Internship Guide

Bethany
LUTHERAN COLLEGE

 blc.edu/career-development

I'M ELIGIBLE, WHAT NOW?

Great! We can't wait to work with you through this process. The best first place to start once the steps in the diagram have been completed, is to come into the Career Development Center (CDC) and work through the internship search. You might have an idea of what kind of position you are looking for, you might not. Either way, the CDC is a great place to sit and work through this. That way, we are right there when you need anything. We have brochures on the wall which will give some tips and advice. One of the best places to go to find resources to help is our website (<https://blc.edu/campus-life/campus-services/career-development/>). Think of it like a one-stop link to a number of different resources designed exactly for this scenario.

FINDING AN INTERNSHIP

We recommend Handshake and our CDC page to search for internships. Our website has opportunities locally from organizations that have specifically asked us to let our students know about their position. Handshake on the other hand, has a wide range of opportunities all over the country. They are approved by our own Career Development staff and we have done our best to make sure they are a good fit for people just like you! You will find the link to Handshake right on our CDC page on the right hand side under "Resources for Students" or simply scroll down and click the big button under "Handshake".

GO TO
OUR
CDC
WEBSITE



YOUR RESPONSIBILITIES

- Locate a potential internship site.
- Prepare a résumé, cover letter, and portfolio (if necessary).
- Have the Writing Center or the CDC look over them.
- Apply and Interview for the internship.
- Once accepted: speak with faculty advisor, develop learning objectives and fill out the electronic Internship Registration Form. Internship registration forms are available through the Career Development Center's website.
- Once submitted, the Internship Registration form will be electronically sent to your faculty advisor, site supervisor and the CDC for approval. If there is an issue, we will let you know. Once all signatures are approved, you will receive a confirmation from the registrar.



LINK TO
INTERNSHIP
REGISTRATION
FORM