

# Internship Preparation Steps

**Start early!**

It can take several weeks to secure and set-up your internship

☐ **Prepare your resume, cover letter, and interviews**

Resources: [Resumes](#), [Cover Letters](#), [Interviews](#)

☐ **Search for internships**

**Handshake:**

Off-Campus: [Handshake](#) > Jobs > Filter for Internships

On-Campus: [Handshake](#) > Jobs > On-Campus > Search "Community Leaders"

**Community Work and Learning:**

CWL partners with 60+ organizations to provide meaningful paid internship opportunities for St. Kate's students. Search for these opportunities in Handshake.

Search [Handshake](#) > Jobs > On-Campus > Search "Community Leaders"

Additional search tips and resources: [katiecareervc.stkate.edu/channels/internships](https://katiecareervc.stkate.edu/channels/internships)

☐ **Determine Credits**

Resources: [Programs of Study Page](#)

Options	Hours/Week	Semester Hours
4 Credits	10-12 Hours	150-160 Hours
3 Credits (Fashion only)	8-10 Hours	120 Hours
2 Credits	5-6 Hours	75-80 Hours
0 Credits	5-6 Hours	75-80 Hours

☐ **Find a Faculty Advisor**

Ask any professor in the program associated with your internship (e.g., if you need an internship to satisfy an English requirement, ask any English professor.)

☐ **Questions?**

Email [internships@stkate.edu](mailto:internships@stkate.edu) or schedule an appointment

Go to [Handshake](#) > Career Center > Appointments > Internships

Go to [katiecareervc.stkate.edu/channels/internships](https://katiecareervc.stkate.edu/channels/internships) for more information