So You Want to Be an Intern
0.50 elective credit- Semester Class

Requirements:
- have 3.0 or above GPA
- be on track for graduation
- you must have a Career Goal & have taken classes related to your career goal

To earn this credit you will be expected to:
- Complete required paperwork
- Complete a Resume - must meet Mrs. Jardine’s standard
- Attend 8 Seminars on Critical Workplace Skills
- Complete other assignments related to the workplace
- Turn in 8 Time Cards -
  * No credit will be given without Time Cards and regular attendance at your Internship
- Required!!! You MUST have a working email address and you MUST look at it at least 3 times per week

What to do:
- Meet with your counselor to:
  * make sure you are on track for graduation
  * put the class on your schedule
- Meet with Mrs. Jardine to be accepted into the program and to discuss your internship placement
- Complete an Internship Application (get from Mrs. Jardine)
- Attend class with Mrs. Jardine for the 1st two weeks of the term starting on the 1st day of the semester

For questions contact your counselor or Mrs. Jardine at: janj@provo.edu