

Student Responsibilities

Applying to the Academic Internship Program

- Learn about the program from your Academic Department, the Career Center, COSK2230 classes, or the RMU website www.rmu.edu/careercenter.
- Obtain application form from the Career Center or the RMU website.
- Complete application and submit with current resume to the Career Center.
- Receive decision (approved/denied) from your Academic Department via letter or email.

Conducting an Internship Search

- Register online with ColonialTRAK through the Career Center website at www.rmu.edu/careercenter and upload a resume into the system. Your Freedom Card number is your initial password. The majority of internships received by the Career Center are posted in the “Job Search” section of ColonialTRAK. Students should check ColonialTRAK at least once a week to review opportunities and submit their resumes directly to organizations. Some employers opt to schedule an on-campus recruiting visit to interview intern candidates. These internships are posted as preselects in the “On-Campus Interviews” section of ColonialTRAK. Students who apply for preselect positions will be contacted by email if selected to interview on campus. Students are expected to follow-up with all employers who contact them.
- You may wish to schedule an appointment with a Career Coach to discuss your job search options.
- Students who have found an internship site independently are not required to register online. Students are required to have the employer submit a completed Employer Information Form and job description to the Career Center and have the employer site approved by the Academic Department.
- Acceptance into the Academic Internship Program does not guarantee placement with an organization. Students are encouraged to actively conduct an internship search with the assistance of the Career Center and Academic Departments.

Receiving the Internship Job Offer

- Obtain internship job offer and contact the Career Center.
- The Career Center will notify the appropriate Academic Department Head of student placement so that they may submit a prerequisite waiver to begin the registration process.

- Student will automatically receive an email to their University account that the prerequisite waiver has been submitted and they may now register for the internship. Student should contact the Career Center if email is not received within five days of notification of internship.
- Student may register online or at the Center for Student Success through the second week of the term. Any adjustments to the student's schedule and financial arrangements should be made at this time. After the second week of the term, the student should work with the Career Center for internship registration.

Beginning the Internship

- Receive course syllabus and materials from Faculty Advisor.
- Complete and return the Mutual Letter of Agreement to the Faculty Advisor prior to registration or within the first two weeks of your assignment. We suggest you contact your Faculty Advisor prior to the start of your internship to receive a syllabus and course material. Please refer to department contacts.

Completing the Internship

- Complete all assignments and return the student evaluation to the Faculty Advisor at the end of the term.
- Any questions regarding your internship should be discussed with your Faculty Advisor.