



Castleton University

GUIDE TO INTERNSHIPS

Please follow these steps to secure a meaningful internship that will meet your career and educational goals, while earning academic credit at Castleton University.

1. When choosing an internship site, consider the following questions:
 - What organizations or businesses are poised to take you on as an intern?
 - Which site will offer you the type of learning experience you are seeking?
2. Generate ideas for potential internships by contacting your Academic Advisor, trusted faculty, family, and friends. There are countless internship opportunities available with local, state and national businesses, organizations and government agencies.
3. Check out current internship postings, and connect with Director of Career Services Renée Beaupre-White by visiting castleton.edu/careers
4. Be prepared with the following information:
 - Declared major and how it is aligned with future career goals (i.e. junior accounting major seeking finance or accounting experience).
 - Preferred geographic location (i.e. local, regional, national, hometown).
 - Updated Résumé as well as LinkedIn and Merit profiles: Career Services will review these items with you before submission.
 - Paragraph with clearly stated goals and objectives. Ideally these will be vetted and discussed with your Academic Advisor.
5. Once an internship is secured, begin the Internship Application process with your Academic Advisor or Faculty Supervisor. The application is available for download by visiting castleton.edu/internship-application
6. After completing all portions of the Internship Application please submit to the Registrar's Office, located in the lower level Woodruff Hall. We suggest students obtain the required signatures, in the following order:
 1. Student Signature
 2. Internship Supervisor Signature
 3. Faculty Supervisor Signature
 4. Academic Dean Signature (if necessary due to overload)

Please Note: An internship cannot begin until all paperwork has been submitted and approved by the Registrar's Office. This process may take longer than anticipated, so please plan ahead.