



## ***Steps to Getting an Internship for College of Arts and Letters Students***

1. Complete required intake meeting with Internship/Co-op Coordinator or College Liaison
  - Discuss resume, internship interests, and career counseling
  - Have resume reviewed and approved by AL CMC staff
2. Register for eRecruiting and upload resume
  - Search eRecruiting to look for co-ops, internships, and job opportunities
  - Register in person at the CMC or online at <http://www.odu.edu/ao/cmc/forms.html>
3. Complete mandatory meeting with your Departmental Internship Coordinator
  - Discuss internship requirements and ask if he/she knows of any potential internship opportunities
4. Plan to view the Internship Orientation Seminar as well as other seminars provided by the CMC to assist you in developing stronger internship search tools
  - Seminars include information regarding interviewing skills, resume writing, job search strategies, and more!
5. After you have found an internship placement contact your Departmental Internship Coordinator for **APPROVAL**. Also at this point, remember to contact your Internship/Co-op Coordinator about your placement.
6. Register for an Internship Class. **A faculty signature may be required.**
7. Complete the Internship Agreement Form on the CMC Arts and Letters webpage. Make a copy for your Departmental Internship Coordinator.
  - [Learning Contract](#)
8. Fill out Evaluation Form on your Internship Experience
  - Received via email from the Career Management Center

For Additional Information You Can Contact:

College of Arts & Letters  
Career Management Center  
Old Dominion University  
Batten Arts & Letters, Room 1006  
Norfolk, Virginia 23529  
Phone: (757) 683-6439  
Fax: (757) 683-4955  
E-mail: [cmcal@odu.edu](mailto:cmcal@odu.edu)