



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 to discuss resume, internship interests, and career counseling
2. Have resume reviewed and approved by AL CMC staff
3. Discuss internship requirements with your Departmental Internship Coordinator
4. Upload approved resume to ODU CareerLink
5. Search for internships, co-ops, and job opportunities
6. View the Internship Orientation Seminar as well as other seminars provided by the CMC
7. After you have found an internship contact your Departmental Internship Coordinator for **APPROVAL**
8. Contact your Internship/Co-op Coordinator about your placement
9. Complete the Learning Contract and Evaluation

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
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