The IMSA Internship program connects high school juniors and seniors to real-world learning experiences with business professionals, nonprofits and entrepreneurial mentors to carry out an industry, business or product-focused research project. Internship is a non-graduation requirement. The IMSA Internship Program Team is available for guidance & support.

1. **RESUME**
   - Create a "skills focused" resume highlighting your power skills (communication, critical thinking, etc.) and technical skills (database management, web design, etc.).
   - Templates are available online.
   - Resume reviews provided by Internship Program team.

2. **REACH OUT**
   - You are responsible for obtaining your own internship. Research available opportunities within your personal and professional network. Try LinkedIn, Chamber of Commerce, Job Boards, Word of Mouth, etc.
   - Contact companies directly and land the opportunity.

3. **REGISTER**
   - Got an Internship offer? Congratulations! You must
     1) Register your internship and return parent approval form.
     2) Business Mentor must register.
   - Both parties must be evaluated and approved by the Internship Program team BEFORE you officially begin.

4. **ORIENTATION**
   - After approval, you must attend on-boarding session to receive internship program requirements and expectations. The session covers basic program admin, time and travel, professionalism and more. Also a space for Q &A and meeting other Interns & Business Mentors.

5. **COMMUNICATE**
   - In order to have the best internship experience, communication is #1. Stay informed by the program team and Business Mentor. Stay engaged in the learning opportunity and Stay focused on the research project. Maintain "good" academic standing & attendance.

6. **PROJECT**
   - To fulfill the internship program requirements and earn 1-semester credit you must 1) complete 160 hours/25 days and 2) successfully complete a Final Business Research Project approved by your Business Mentor. 3) Present your research at IMSAloquium and archive your research in IMSA Digital Commons.

**FAQS**
- Yes - you can do multiple internships for credit. Program operates in Summer and during Academic Year.
- No - you cannot hold an Internship and SIR during the same time periods.
- Internship Program will operate virtually/remote. *In-person locations subject to review and approval
- Only registered and approved Internships are accepted as part of the IMSA Internship program for credit.
- "Business" is a generic term used for all agencies/industries that offer a learn/work environment for interns. IMSA Interns have worked in a variety of industries such as Emerging technologies, Education, Health Science, Marketing and Media, and Politics and Economics.
- Internships traditionally operate during IMSA I-Days. **See IMSA Student Handbook for further guidance.**