

# 6 STEPS TO AN IMSA INTERNSHIP

[imsa.edu/internship](https://imsa.edu/internship)

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.**