

Student Procedures - Overview

The following procedures are designed to assist students in applying to and registering for the Academic Internship Program.

- Students are required to apply to the program by completing the Academic Internship Program (AIP) application. It is available in the Career Center and on the Career Center website, www.rmu.edu/careercenter.
- Students submit a completed Academic Internship Program application and a current resume to the Career Center.
- The Career Center will forward the student's application, checksheet and hard copy resume to the appropriate Academic Department Head or faculty designate for approval. After review, the Department Head will return the student application materials to the Career Center.
- Students who are conditionally approved for the AIP will receive written notification from the Academic Department. A copy of the notice is sent to the Career Center and the Faculty Advisor. This notice will include information on how to register online with the Career Center and how to obtain employer site approval.
- Students who are not approved will receive written notification from the Academic Department, stating the reasons for ineligibility and any conditions that the student might pursue for future consideration. A copy of the notice is sent to the Career Center and the Faculty Advisor.
- Students who choose to search and apply for internships posted by the Career Center need to register on-line with ColonialTRAK at www.rmu.edu/careercenter and upload a resume into the system. The student's Freedom Card number is their initial password. Step-by-step registration instructions are available in the Career Center. The majority of internships received by the Career Center are posted in the RMU Jobs section of ColonialTRAK. Students who apply for these positions may be contacted directly by the employer for an interview at the company/organization site. Some employers opt to schedule an on-campus recruiting visit to interview intern candidates. These internships are posted as preselects in the On-Campus Recruiting section of ColonialTRAK. Students who apply for preselect positions will be contacted by email if selected to interview on campus. Students are expected to follow-up with all employers who contact them.
- Students who have found an internship site independently are not required to register online. Students are required to have the employer submit a completed Employer Information Form and job description to the Career Center and have the employer site approved by the Academic Department.
- Acceptance into the Academic Internship Program does not guarantee placement with an organization. Students are encouraged to actively conduct an internship search with the assistance of the Career Center and Academic Departments. Every effort is made by the Career Center to seek opportunities for students, both paid and unpaid.
- Once students are selected for and accept an internship, they should notify the Career

Center who will work with the students and Academic Departments for registration of credits.

- The Academic Department Head or designate will submit the prerequisite waiver for the student.
- Once the student receives notification by email that the prerequisite waiver has been granted, he/she should register for the internship credits, make any adjustments to his/her schedule, and make financial arrangements.
- Students are required to complete, sign, and return to the Faculty Advisor the Mutual Letter of Agreement, which will be provided by their academic department.