

Internship Search Tips for Cooperative Work Experience Education (CWEE)

You will need to have an internship **identified** and a **Site Supervisor** at the internship location in order to **complete** the enrollment process.

If you **HAVE** already identified an employer and been offered, and accepted, an internship, you are ready to meet with the **CTE Coordinator** and pick up your **CWEE Registration Checklist, CWEE Application** and **CWEE Training Plan**.

If you **HAVE NOT** already identified an employer:

☐ **STEP 1:** Meet with faculty in your major core classes and talk with them about your career interests. See if faculty has connections to the industry in which you're wanting to intern.

- See if they are aware of any internships or employers who may be interested or if they have worked with any employers in the past that had positive experiences with MSJC students.

☐ **STEP 2:** Review MSJC's online job database called **Eagle Career Connection**:

- <https://app.purplebriefcase.com/pb/account/logout?s=MSJC>
- Search for internships within **Eagle Career Connection** from employers who are specifically targeting MSJC students.

☐ **STEP 3:** Contact the CTE Coordinator to see what opportunities he may have available based on interactions with local employers.

☐ **STEP 4:** Check the **CTE (900 bldg.)** and **Career Center (100 bldg.)** Job boards located on the Menifee and San Jacinto Campuses for internship opportunities.

☐ **STEP 5:** Search for employers in your industry and contact them to see if they are interested in having an intern from MSJC. You can initiate this process by calling/emailing the company or doing a simple search online to see if they post internship opportunities on their company website. Contact the CTE Coordinator for assistance.

☐ **STEP 6:** Ask friends/family/colleagues if they have any connections to your industry. Referrals often generate more interest than "cold-calls".

PAID	UNPAID	UNITS
75-149	60-119	1
150-224	120-179	2
225-299	180-239	3
300+	240+	4

*(NOTE) Finding a quality internship is hard-work. Be prepared to spend a good amount of time reaching out to companies, going to interviews, and hitting the pavement. Use the above resources, but remember the internship does not have to originate with MSJC. We can work with most employers. Feel free to contact the CTE Coordinator if you have any questions concerning your internship search or potential site.