



CAREER SERVICES CENTER



Student Internship Application Packet

3211 Providence Dr. RH 122
Anchorage, AK 99508
Phone: (907)786-4513 Fax: (907)786-4351
www.uaacareerservices.com


CAREER SERVICES
CENTER
INTERNSHIP PROCEDURES

Welcome to the UAA Career Services Internship Program! An internship is an exciting opportunity to apply the lessons you have learned in the classroom and gain real-world knowledge about the career fields that interest you. Plus you'll earn credit and get paid at the same time!

We offer a variety of internship courses for students in nearly all degree programs. So where should you begin? Many students find our website, www.uaacareerservices.com the perfect place to begin their search for available internships and to gain information about resumes, cover letters, and interviewing skills. A guide to this online resource can be found on page 3 of this application packet.

Please follow the steps listed below to ensure a speedier process. If you ever have any questions about the Internship Program or any other CSC services, please contact us at (907) 786-4513, or aycareer@uaa.alaska.edu.

1. Complete this packet and submit pages 4-6 to the Career Services Center. Bring your Student ID to be photocopied.
2. ***If you are an international student***, please see the International Student Advisor in the University Center for additional requirements.
3. ***If you have not already been hired for an internship***, please register online at www.uaacareerservices.com and apply for an internship position. *It is the student's responsibility to apply for available positions. A guide to this website can be found on the next page.*
4. ***Once hired***, please ask your supervisor to email (drust@uaa.alaska.edu) or fax (907-786-4351) the following information to the Internship Coordinator:
 - Name of company or organization
 - Your job title
 - Internship start and end dates
 - Your hourly wage or salary
 - Supervisor's name and contact info
 - List of your job duties

This information will be used by the Internship Coordinator to create a Learning Agreement.

5. Pick up the Internship Learning Agreement, once notified that it has been prepared, and return with required signatures within three business days.
6. Pick up registration form from CSC and take to Enrollment Services to register for your internship course.

**Please note: Directed/Independent study interns will have a different registration procedure. Please contact the CSC for more information if this applies to you.*

7. Begin your internship.
8. Your supervisor will be asked to complete a midway evaluation form, and you will be required to participate in midway conference call with your supervisor and the Internship Coordinator.
9. Your supervisor will be asked to complete a final evaluation form, and you will be required to complete a 4-6 page technical report and submit it to the CSC. (An outline for the report will be emailed to you upon registration for the internship course or at your request.)

Website Navigation for Students

To register on the University of Alaska Anchorage’s on-line career center, please go to www.uaacareerservices.com and click on the “Students & Alumni” link under “New to the System”.

1. Complete the registration process.
2. Click “Submit” and your registration information will be sent to the Career Services Center for approval. You should immediately receive an email asking for verification of your email address. Click on the approval link in the email.
3. An email will be sent to you once you have been approved with your username and password. (Please contact us at 907-786-4513, if you do not receive this email, and we will resend your username and password.)

To login to the University of Alaska Anchorage’s on-line career center, please go to www.uaacareerservices.com and click “Login” on the right hand side of the page.

How to upload your resume, cover letter, or other document online

It is important to post your resume on the system. Once approved by the Career Services Center, you will be able to use it to apply online for positions posted on the site. In addition, employers searching through the school’s resume database will be able to view your information.

1. After logging into the system, you will see icons on the top of the page. Click on the “Documents” icon.
 - a. Click on the “Add New” button.
 - b. Create a name for your document and choose the type of document it is, and then click “Submit”. Your document will be sent to the Career Services Center for approval and can be seen in the “Pending Documents” section under “Documents”.
2. Once you post your document, a representative in the Career Services Center will review it. Within a short time, you will receive email notification informing you if it has been approved or if changes need to be made.

To edit your personal information

1. Once logged into the system, click on the “Profile” icon at the top of the screen.
2. Here you can edit any information you would like. Once finished, click on the “Save Changes” button.

Searching for internships

1. Once logged into the system, click on the “Jobs” icon and choose either UAA Jobs or Nacelink Network jobs. (If this is your first time accessing the system, you may also be asked to complete your profile and be given the option to submit any documents, such as a resume.)
 - a. UAA Job postings are specifically posted within our system. These postings have more search agents specific to degree, location, and position type and allows for interview and career fair searches. You may apply online through our system for these positions.
 - b. Nacelink Network postings are posted under the Nacelink system and are external links. They are not restricted to this campus. Their application process is not linked through our system.

****Both are beneficial, it just depends on what you’re looking for. It might be helpful to look at both.**
2. Fill out desired parameters of positions you are looking for in the upper left-hand corner. ****Be sure to click on *internship* for the position type!**** Then click “Search” to see the jobs that match the criteria you selected.
3. To view any of the positions, click on the job title. To view information about any of the organizations, click on the company name (if available).
4. To apply for a specific position, follow the directions on the top, right hand side of the page under “How to Apply”. You may choose the documents you wish to submit, then click “Submit.” ****Recruiters specify their requests under the “How to Apply” area, so make sure to completely follow their directions.****
 - a. When applying online, you can select any single approved resume that you have uploaded, and any single cover letter that has been uploaded which will be sent directly to the recruiter. Cover letters do not have to be sent. After you have made your selection, click on the “Submit” button.

UAA
CAREER SERVICES
CENTER
INTERNSHIP APPLICATION

Name: _____ Student ID: _____ Date of Birth: _____

Class Standing: Freshman Sophomore Junior Senior Graduate

Mailing Address: _____
(Street) (City) (State) (Zip)

Primary Phone Number: _____ E-mail Address: _____

Type of program you are enrolled in: Degree Certification Other Major: _____

Faculty Advisor: _____ Projected date of graduation: _____

Are you receiving student financial aid? Yes No Are you an international student? Yes No

How did you hear about the CSC Student Internship Program? _____

What is your goal for this experience? Please be specific: _____

Are you presently employed? Yes No *(If yes, please complete the following)*

Company Name: _____ Supervisor: _____

How long have you been employed? _____ Position: _____

Have you already contacted an employer? Yes No If yes, who? _____

I, _____, hereby authorize the University of Alaska Anchorage Career Services Center to release my information, reports, academic information, and records to participating employers. This information is to be used for the purpose of placement into an authorized academic internship program. Items specifically covered are GPA, student status, academic major, personal resume, academic transcripts, and letters of recommendation. This release includes written and verbal communications between the UAA Career Services Center and the internship employer as it relates to my student placement.

(Student's Signature)

Create a Student PIN that contains 3 letters and 5 numbers. When you call, you will be asked to give your PIN number for your own security. _____

FOR CAREER SERVICES CENTER PERSONNEL USE ONLY

GPA

Credit Status

CSC Representative

Date

INTERNSHIP PLACEMENT REQUIREMENTS

Please sign at the bottom to acknowledge that you have read and understand each requirement:

Credit Requirement: Students must be enrolled in a minimum of six credits during the fall or spring semester. Those credits may include the student internship. During the summer semester, students must be enrolled in 1-3 credits, which can include the student internship.

GPA Requirement: Students must maintain a grade point average of at least 2.0 and have a declared major. A freshman student, under an appropriate major, must successfully complete one full semester with a G.P.A. of at least 2.0 prior to his/her internship enrollment. *(Students applying for internship in accounting, management, marketing, or finance will need a 2.75 overall GPA and a 3.0 GPA in their major.)*

Alaska Minimum Wage Requirement: The Career Services Center can only coordinate internships in which students earn minimum hourly wage or higher.

Maximum Weekly Hours: Interns may only work up to 20 hours per week while classes are in session during the fall and spring semesters. During the summer semester and academic breaks, there is no hour limit.

International Student Requirements: International Students must receive authorization for curricular practical training from the International Student Advisor before beginning internship placement/work. *Please note this is a self-support class and tuition will not be waived.*

Self-support Program Fee: Students must register through the CSC to ensure enrollment in the proper course. There is a \$95.00 self-support program fee in addition to the required UAA tuition.

1. Students may enroll in an internship course at any time during the semester. Internships are not limited to the academic calendar. However, an “Incomplete” will be assigned for the course at the end of the academic semester if the internship runs beyond that semester. The incomplete will be removed upon proper completion of the course. *Special circumstances may apply if the student is receiving financial aid. Please let us know if this applies to you.*
2. The program is not obligated to place a student, nor is the program responsible for the outcome of the placement. However, every attempt will be made to ensure that the student is satisfied with his/her internship placement.
 - Once your resume is posted, potential employers will be able to review your internship resume on-line.
 - Some potential employers may have additional eligibility requirements.
 - The employer is responsible for final selection of the student.

Internship Completion Requirements: Grades for student internships will not be issued until the student completes the following:

- Submission of midway and final evaluations from the employer.
- Conference call between the CSC internship coordinator, the intern, and the intern’s supervisor.
- Submission of a four to six page, typed, and doubled-spaced Technical Report on the placement experience. *(Please check with your faculty advisor to see if your department has additional requirements.)*

By signing this form, I acknowledge that I have read and understand the Internship Procedures and the Internship Placement Requirements, as explained in this packet, and agree to abide by all terms and conditions set forth therein.

Student Signature	Date	Student Internship Coordinator	Date
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INTERNSHIP FACULTY AGREEMENT

Student's Name: _____

I agree to assist the above-identified student in his/her Career Services Center (CSC) Student Internship placement, and I agree to perform the following:

1. Review and approve the Learning Agreement, outlining the student's objectives in the internship placement.
2. Participate in site visits, if I wish, as arranged among faculty, student, employer, and the Student Internship Coordinator.
3. Review student's final report and evaluations upon completion of the internship placement and assign a grade at that time.

Student's GPA	Internship Course to be Approved
Faculty Name	Phone Number
Faculty Signature	Date

Faculty Members Authorized to Approve Student Internships

These faculty members have been assigned specifically for the Student Internship Program. The Student Internship packet will be considered invalid with a signature from any faculty member, who is not listed below, unless arrangements are made with the CSC Internship Coordinator.

- | | | |
|--|-------------------------------|------------|
| • Accounting | Professor Lynn Koshiyama | RH 307 C |
| • Architectural Engineering Technology | Professor Ellen McKay | UC 125 |
| • BA Marketing/Management/Finance | Professor Jeri Rubin | RH 308 J |
| • Biology/Natural Science | Dr. Garry Davies | SCI 241 |
| • Civil Engineering | Dr. Orson Smith | ENGR 201 A |
| • Computer Information Office Systems | Professor Dennis Howard | RH 217 |
| | Professor Kathleen Voge | RH 224 |
| • Computer Science | Dr. Kenrick Mock | SSB 158 A |
| • Construction Management | Professor Peter Dedych | UC 124 |
| | Professor Jeffrey Callahan | UC 131A |
| • Economics | Dr. Paul Johnson | RH 319 A |
| • Engineering BSE | Dr. Grant Baker | ENGR 204 |
| • Global Logistics | Dr. Oliver Hedgepeth | RH 201F |
| • Geomatics | Professor Don Davis | ENGR 113 |
| • Geology | Dr. Kristine Crossen | BMB 119 |
| • History | Dr. Elizabeth Dennison | ADM 147 D |
| • Languages | Dr. Susan Kalina | K 207 G |
| • Management Information Systems | Dr. Dennis Drinka | RH 230 |
| • MBA | Dr. Edward Forrest | RH 318 A |
| • Political Science | Dr. James Muller | SSB 258 |
| • Technology | Dr. Angela Dirks | UC 132 F |
| • Vocational Education | Prof. Sally Spieker-Slaughter | UC 132 H |