



INTERNSHIP PRODEDURES

- 1** Schedule an appointment at georgian.as.me/?calendarID=2795200 to meet with Theodora Sergiou, internship coordinator for the School of Business and Digital Media (SBDM).
- 2** Complete the Internship Registration and Contract using CareerLink.
 - Visit georgian.edu/careerlink.
 - Select the “Students” icon. If this is your first time signing in, enter your GCU password and select “Activate” your account to complete your profile and create a Careerlink password. If you have already set up a CareerLink profile, sign in using your GCU username and CareerLink password (not your GCU password).
 - Once logged on, select “Experiential Learning” from the action menu.
 - Complete and submit the SBDM Approval Form online. Once approved, you will receive an e-mail confirmation.
- 3** Register for the internship course by first requesting permission from Professor Sergiou in Self-Service, and then going back into Self-Service and completing registration.
 - Business majors will register for BU351.
 - Digital communication majors will register for CM405.
- 4** During the internship, maintain a weekly journal of hours worked, tasks performed, and personal reflections. Regularly review your progress with the internship coordinator and employer.
- 5** Toward the end of your internship and at least two weeks before the end of the semester, submit the Internship Evaluation Form online via CareerLink.
- 6** At the conclusion of the semester, prepare a PowerPoint presentation on your internship experience containing
 - an overview of the enterprise;
 - a job description;
 - an explanation of how you achieved your learning objectives; and
 - a self-reflection on the impact of the internship on your career choice, goals, and plans.