Steps to Obtain an Internship and Enroll in ITEC 4900

ITEC 4900 Information Technology Internship

Course prerequisites:

Prerequisite: At least *Junior* classification at the time of enrollment; completion of ITEC 2150, 3100, 3200, and 3900; and permission of Internship Coordinator.

Overview

ITEC 4900 is a class designed to help students transition from the college environment to the professional work environment in Information Technology. To this end, students must have secured an internship with a business or non-profit organization **prior to their enrollment in the class**. Enrollment in ITEC 4900 is done by Dr. Lissa Pollacia, the coordinator of ITEC internships. Students do not enroll themselves in this class.

Steps/Requirements

(1)   You must complete the **Application for Internship** by the specified due date, as indicated on the website. The application alerts Dr. Pollacia that you are going to be going through the process of obtaining an internship. Note: Completing the **Application for Internship** *does not guarantee that you will be given an offer of an internship*.

(2)   You must have obtained junior standing and have completed ITEC 2150 (Intermediate Programming), 3100 (Networking), 3200 (Introduction to Database), 3900 (Professional Practices) by the start of the semester in which you plan to intern.

(3)   As part of the application, you must upload a pdf copy of your resume. Save the document in the format: **Lastname_Firstname_Resume_Year**. (that is, put your name in the actual file name itself, so that a recruiter can see whose resume it is.   They get a lot of files called "My Resume".   An example would be **Johnson_Marcy_Resume_2021**.)

(4)   After the application deadline, Dr. Pollacia will contact you to attend an **Orientation Meeting** to go over what you need to do to get started.

(5)   You will then seek out and apply for internship opportunities. You must spend some time on this, seek out internship job postings and apply. Search online and talk to people you know. You may have to apply to 20 or more places, but don't get discouraged. This is normal.

(6)   Before enrolling in ITEC 4900, you must have a **firm offer of an internship** from a business or non-profit organization prior to the start of the semester in which you plan to intern. While Dr. Pollacia can assist you in locating potential internships, it is your responsibility to find and apply. CDAC at GGC can also assist you with locating potential internships. Register and login to "Clawlink powered by Handshake" at https://ggc.joinhandshake.com/login to view current opportunities.

(7)   Normally if a business is interested, a recruiter or representative from that business will invite you and conduct a virtual interview. You should practice answering interview questions using the tool https://ggc.biginterview.com/.

(NOTE: If you already work at an IT business, you may obtain credit for ITEC 4900 by completing a substantial IT project, above and beyond your normal work duties. This would be a project outside of your normal work duties in which you would learn a new technology, employ a new process or procedure, or you would step into a higher role that you had not done in the past. In order to be approved for this option, submit a written proposal listing your normal work duties and a description of the project proposal. The proposal will be review by the ITEC internship committee, and a determination made concerning whether or not credit for ITEC 4900 will be approved for your proposal.)

(8) After obtaining a firm offer of an internship, you must contact Dr. Pollacia to complete the following paperwork:

   a. *__Memo of Understanding__* (MOU), which is the legal contract between GGC and the business or organization where you will intern. The MOU must be signed by a representative of the business, then returned to Dr. Pollacia. It will then be forwarded to the appropriate GGC representatives for signing. This step can take 2 to 4 weeks or more depending on the legal counsel of the business. If the business or organization already has a MOU with GGC, then this step is not necessary.

   b. *__Work Agreement__* document, which is for your specific project at the organization. It must be signed by you and your supervisor, and you must fill in a project/job description. The ITEC internship committee will review the project description and determine whether it is substantial enough for the ITEC 4900 course credit.

   c. *__Authorization for Release of Records Form__* which will allow GGC and the business or organization to exchange information about your performance during the internship program.

(9) You must work a minimum of 120 hours for your internship, and complete the additional activities and requirements of the ITEC 4900 class.

Useful websites for Internship search:

(1) Handshake -- GGC Site for jobs and internships https://ggc.joinhandshake.com/login

(See the section at the end of this document for using Handshake.)

(2) Indeed.com: http://www.indeed.com/q-Information-Technology-Intern-l-Atlanta,-GA-jobs.html

(3) LinkedIn: https://www.linkedin.com/job/information-technology-internship-jobs-atlanta-ga/?trk=jserp_search_button_execute

(4) Gwinnett County Chamber of Commerce: http://web.gwinnettchamber.org/Information-Technology
Write a short letter of inquiry to see if they have any available internships. Copy and paste your letter into each company in your category.

(5) Internships.com: http://www.internships.com

(6) Dice: www.dice.com

(7) Large companies post their internships on their own website. For example, AT&T, Cisco, NCR, Norfolk Southern, etc.

(8) www.simplyhired.com

(9) You can also just google: internships Information Technology Atlanta

HOW TO USE CLAWLINK (HANDSHAKE)

(1) Start with GGC Career Development and Advising Center (CDAC) "Clawlink powered by Handshake" at https://ggc.joinhandshake.com/login

(2) Click big blue button "Georgia Gwinnett College Sign on".
(3) There is an initial out Profile – Career interests, courses, projects etc.   Definitely add in your skills!
(4) Upload a photo. It's an advantage, like on LinkedIn.
(5) Under Documents, add Resume, Cover Letters, letters of recommendation, etc.
(6) After you've built your profile, click on your photo, Settings and Privacy. Under Privacy, make sure that you have Community selected. Then you will get emails and notifications from employers, GGC alumni, and even other students.
(7) To start looking: EVENTS/ Fair Search – this will give you the career fairs and other events that can help you.   For example, Spring Career & Internship Fair.   Then you can click on View All Employers. You can filter for Internships and majors.   View Details to see more about the company and the position.

Employers are heavily using Handshake to communicate to students. CDAC receives email all the time about jobs from employers. Please read the help articles listed below to make the most of your Handshake profile.

https://support.joinhandshake.com/hc/en-us/articles/232231528-Default-Notification-Preferences-Students-
https://support.joinhandshake.com/hc/en-us/articles/115009912427
https://support.joinhandshake.com/hc/en-us/articles/360000684947-Jobs-Digests-and-Recommendations