

Guide to Supporting Student Success in Internships

The **Saremi Center for Career Development (SCCD)** provides support to students in exploring, securing, and preparing for internships that enhance their academic and professional growth. Faculty, coaches, and staff members play an important role by encouraging students to begin the process and referring them to the SCCD for guidance.

Getting Started with the SCCD:

- You can help students begin their internship journey by recommending that they complete the [Internship Interest Form](#). This step notifies the SCCD of the student's intent to pursue an internship and connects them to valuable resources and support.
- Once students complete the form, the SCCD will add them to the **Internship Training Portal** in Canvas. The portal provides numerous resources and tools for resume and cover letter development, professional skills training, internship search strategies, interview preparation, and more.

How SCCD Supports Students:

The SCCD assists students at the initial stages of the internship process. You are encouraged to refer students to us for the following services:

1. Exploration and Preparation:

- A Career Advisor can help students clarify their goals and identify internship opportunities that align with their interests and major.
- We support students in developing professional documents, such as resumes, cover letters, reference lists, and LinkedIn profiles.

2. Application and Enrollment:

- The SCCD assists students in communicating with potential employers to gather the information needed for internship approval by their academic department.
- The SCCD informs students about the required forms (e.g., Application for Internship, Internship Waiver) for submission to their academic department for final approval and course enrollment.

Additional Notes:

- **International Students:** Please recommend that international students consult their Designated School Official (DSO) for visa compliance and guidance on using Curricular Practical Training (CPT) for their internship.
- **Internship Stipend Program:** Students participating in unpaid internships may be eligible to apply for the Internship Stipend Program, which provides \$2,500 stipends to help offset costs associated with an unpaid internship. Please share this opportunity with students. Contact the SCCD for more information.

Refer a Student Today!

For more information or to refer a student, please contact us at 413-654-1411 or Saremi.Center@aic.edu. Thank you!