

SUNY Orange departments
which offer internships for
academic credit:

Accounting

Accounting Procedures

Applied Technology

Information Technology
Electrical Engineering

Arts and Communication

Visual Communications

Business

Business Management
Marketing Management

Criminal Justice

Police Science

Psychology/Sociology

Human Services
Early Childhood Development

Office Technologies

Clerical Office Assistant
Medical Office Assistant

HOW TO CONTACT US

PHONE: (845) 341-4444

FAX: (845) 341-4447

E-MAIL: careers@sunyorange.edu

WEBSITE: www.sunyorange.edu

SUNY Orange



www.sunyorange.edu

Office of Career and Internship Services

Other Available Services:

- Full-time and part-time job postings
- On-campus recruiting with local employers
- Resume training and critique
- Cover letter advice
- Tips for successful networking
- Interview preparation and etiquette
- Various career workshops throughout the year
- Career assessments based on interests, personality types, skills and values.

SUNY ORANGE MISSION

We are a community of learners dedicated to reaching out to all citizens of Orange County to enrich their lives through the highest quality education possible.

*Orange County Community College is
an equal opportunity/affirmative action
institution.*

A Student's Guide to Internships



Office of Career and Internship Services

*Connecting Students with
the World of Work*



SUNY Orange

Office of Career & Internship Services

A Student's Guide to SUNY Orange Internships

WHY PARTICIPATE IN THE INTERNSHIP PROGRAM AT SUNY ORANGE?

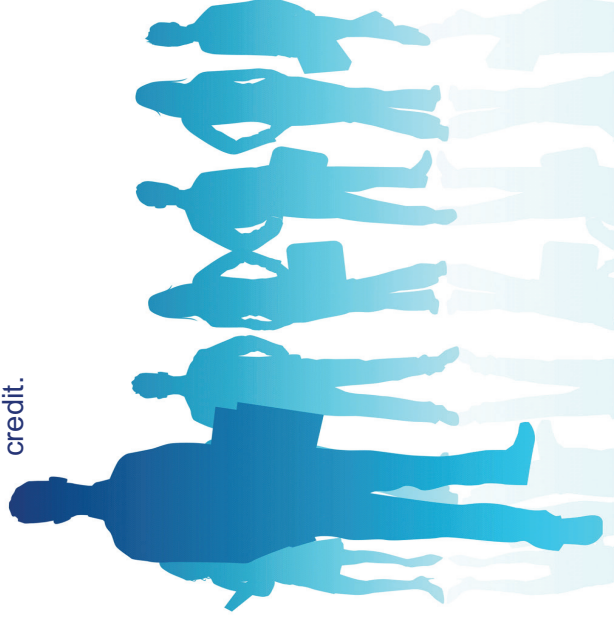
- To gain valuable workplace skills and grow more confident in your professional abilities.
- To develop professional contacts and establish a list of references.
- To bridge the gap between theory and practice and put your knowledge to work.
- To gain marketable experience and a competitive edge when applying for your first professional position upon graduation.
- To develop professional portfolio materials and build a career-oriented work history to strengthen your resumé.
- To enhance personal growth and develop interpersonal skills.
- To broaden your knowledge related to specific career goals.
- To test career objectives to determine proper fit between career requirements and student's objectives.
- To further the ability to match career/employment choices with personal values and abilities.

WHAT ARE INTERNSHIPS?

Internships provide you with an opportunity to apply, in an actual work setting, the theories and skills learned in the classroom. They offer you the chance to develop skills and attitudes critical for future career successes.

SUNY Orange has partnered with the business community to offer you the opportunity to "try out" your major in the workplace. A workplace supervisor is assigned to each student who will be able to help you to further develop your written and verbal communication, problem-solving and decision-making skills.

Internships may be paid or unpaid and many SUNY Orange degree programs provide the ability to also earn college credit.



HOW DO I SIGN UP FOR AN INTERNSHIP?

If you are interested in exploring this worthwhile opportunity further, or if you'd like more information before you make a decision, please contact our office at (845) 341-4444 or visit our web site at www.sunyorange.edu/careers.

HOW DO I QUALIFY FOR THE INTERNSHIP PROGRAM?

If you are a second year student and have completed a minimum of 24 credits, you may be eligible to participate in the program.

In order to qualify you must complete an application form and meet with the Director of the Office of Career and Internship Services. A professional resumé is needed, and participation in an Internship Orientation workshop may be required.

Internships for credit require the department's approval and a GPA of 2.0 (some departments require a greater GPA).