

The HACC Student's Guide to Internship Planning



Are you thinking about an internship or experiential learning opportunity? HACC is here for you. Please follow these steps to ensure you're set up for success.

1

Read Program Course Descriptions

Please visit [The HACC Student's Guide to Internship Planning Supplemental Workbook](#) to learn about YOUR program internship course description by course catalog year.

2

Email YOUR Program

Internship Faculty Lead

Please visit [The HACC Student's Guide to Internship Planning Supplemental Workbook](#) for a list of Program Internship Faculty Leads.

Please ensure you are eligible to complete an internship.

If you are eligible, do you have an internship site? If so, please work with your Program Internship Faculty Lead for approval. If your internship is approved, your Program Internship Faculty Lead can explain how you should register for the appropriate internship course.

If you are not eligible, please note that there are other experiential learning opportunities for you to experience! Please contact Kathleen Dormer Carusone, HACC's Internship and Experiential Learning Opportunities Coordinator, using Navigate or email careerservices@hacc.edu.

3

Complete YOUR Internship Paperwork and Navigate Survey

Your Program Internship Faculty Lead will provide you with paperwork to complete.

After your internship site is approved, you have registered for the appropriate internship course and completed your necessary paperwork, please complete the required Career Services Internship information survey in Navigate.

4

Activate YOUR College Central Network (CCN) Account

Please activate your College Central Network (CCN) account. If you need assistance, please contact careerservices@hacc.edu.