

Foothill-De Anza Community College District

INTERNSHIP PROGRAM

ABOUT THE INTERNSHIP PROGRAM:

We are pleased that you are interested in paid internship opportunities. To get started, please do the following:

1. Go to <http://internships.fhda.edu/> and read about the requirements for the internship program. Just a few things:

- Interns are paid \$12 an hour.
- Interns work 20 hours per week during Fall, Winter, and Spring quarters; Summer quarter is 40 hours per week.

Interns enroll in a minimum of 9 units during their internship. If you need units, you can enroll in Computer Applications and Office Skills classes (CAOS), until the last 2 weeks of the quarter or in Summer the last week of the quarter. Please go to www.caos.deanza.edu, click on the Self Paced link, and follow the directions to Enroll and Start a Self Paced course. (We do not recommend that you enroll during the last 1 or 2 weeks of the quarter as it is unlikely you will be able to finish the course). You can also call 650-604-5560 or email internships@fhda.edu for information.

2. Apply on-line for the Internship Program at to <http://internships.fhda.edu/>. When you get to the site, click on **Become an Intern** link then click on **Apply Online** link. Click on the job in which you are interested (View Details). Use the Back button on your browser to return to previous window. Click on Preview and Submit Application. You will need to create a Plask Account.

How to upload your transcript: When uploading your transcript, go to MyDeanza. With your transcript on the page, select your transcript, make sure you select the table as well, then you can copy and paste your transcript to a Word document. Save the transcript document to your desktop and then upload the file.

3. Prepare a resume. Valuable information on resume writing can be found at www.nextsteps.org/resume/index.html

- Click on **Resume** if you are not at the Resumes and cover Letters page.
- Read the information. Click on the **Blue links** to obtain additional information. I suggest you print each page.
- Click on the **Next** button at the bottom of the page to advance to the next page(s).
- We highly suggest you review the material under **Interviews** (Click Interviews) to prepare you for an interview. (If necessary, go to: www.nextsteps.org/interview/index.html
 - Be sure to click on the **Blue links** to obtain additional information. Be sure to click on **Preparing for the Interview** and **Interview Questions** links.
 - Also, the Deanza Career Center also has workshops on Resume Writing and Interviewing. Go to www.deanza.edu/careercenter/

4. If you wish for Linda West to look at your resume, she will be happy to do so. You can send it to westlinda@deanza.edu. Please be sure to save it as an RTF file as well as a Word file if you want to send it to her through email.

5. Program staff will review your application information and refer you to appropriate positions. They may also schedule interviews with mentors or supervisors. Once hired, you will be required to enroll in a CAOS/BUS/CIS/ACCT 98 class.

6. At the interview and prior to hire, be sure to ask detailed questions regarding duties and responsibilities. If the internship position will not provide you with exposure to acquire the skills you want, ask the supervisor for ways to learn it.

Rev. 4/14/10

Linda West