

CCA 469

CCA794

The student will receive 1, 2 or 3 credits for this internship, representing 42, 84 to 125 hours respectively.



Definition:

An internship is intended to provide a student with the opportunity to observe and assist in an area related to the student's academic study.

The internship is intended to be a learning experience for the student, helping to define a post-graduate career path.

Summer 2022

Once you find a position, in order to receive credit for the internship you will have to register and pay for the credits as you would any class.

After confirming an internship – paid or unpaid - I will shepherd the process internally.

Internship Resources: Weekly Wire

- Kebrina Maharaj
- Professional Development & Alumni Office
- Frances L. Wolfson Building Room 1022
- Tel: (305) 284-6632
- Maharaj, Kebrina T
kmaharaj@miami.edu

Where to
find
internships...

- miami.edu/career-connection/career-postings/
- School of Communications / Students / Career Postings



Handshake



Handshake is UM's online career management system. In this system, you can:



[Search and apply for internships](#)



[Search and apply for full-time jobs](#)



[RSVP for events](#)



[Sign up for interviews](#)



[Upload resumes, cover letters and more](#)

RESUMES and RECOMMENDATIONS

[New York Times – January 22, 2022: *The Pandemic Changed Everything About Work, Except the Humble Résumé*](#)

“That’s because while the basics of the résumé itself haven’t changed, the audience has. In the era of databases and applicant-tracking technology, software systems sort through job candidates before they make their way to recruiters. So it’s important to make sure that a résumé can easily be understood by both humans and technology, said Kathryn Minshew, founder and chief executive officer of The Muse, a website that offers job listings and career coaching.

And machine and human readers alike struggle with overly stylized fonts, such as Comic Sans. Tried-and-true classics like Times New Roman, Arial, Helvetica, Calibri and Georgia are still among the best font options for your résumé, Ms. Minshew said.

UM's Topel Career Center

- Offers [virtual drop-in assistance](#) with no appointment necessary, Monday-Friday from 8:30am-5pm

Letter Guide - **Resume and Cover**

End Assignment:

The paper should be 3 - 5 pages and should cover a description of the work performed, what you learned, how it may or may not have turned out as expected, if it informed or changed your career out-look and anything else pertinent to your major studies and the internship.

Additionally, submit a compilation of creative work if appropriate.