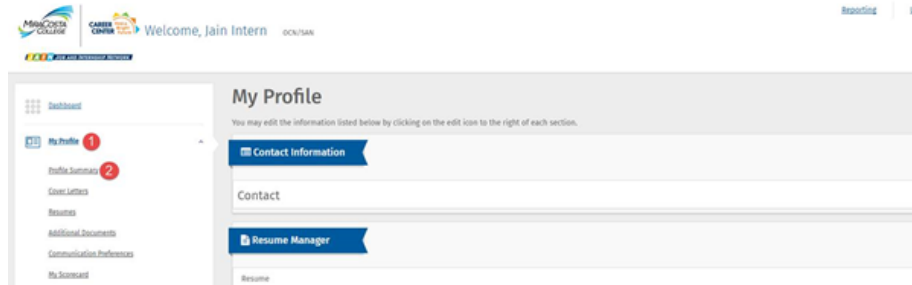


# THE INTERNSHIP PROCESS

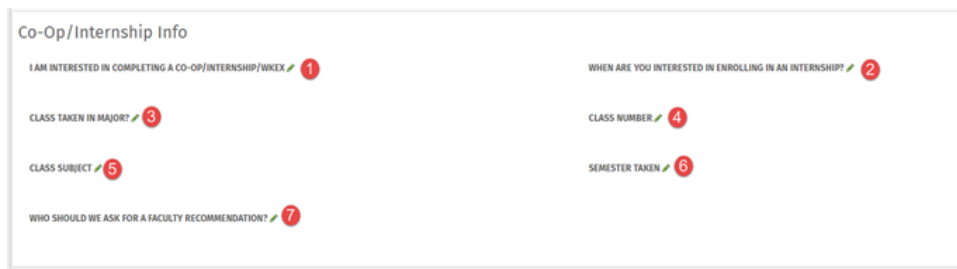
## Looking for an Internship?

Complete **3 Critical Activities** to find an Internship (See diagram on second page)

Log into JAIN and click on **My Profile** and then **Profile Summary**. Scroll to the bottom of the page to the section **Co-Op/Internship Info**.



Under the Co-Op/Internship Info section select **Yes** to the question **I AM INTERESTED IN COMPLETING A CO-OP/INTERNSHIP/WKEX**.



Enter **CLASS TAKEN IN MAJOR**, **SEMESTER TAKEN** and **WHO WE SHOULD ASK FOR A FACULTY RECOMMENDATION**. Fill out the necessary information.

### Upload your Resume under the Profile section

Once your class/faculty information has been verified and your resume approved, you will gain access to internships in JAIN, and a confirmation email will be sent.

## Already have an internship/job? Seeking to get academic credit?

Complete your profile and Report Internship/Co-Op at this link:

<http://www.miracosta.edu/JAIN>

Career Center staff will set up your internship/Co-Op class and contact you with enrollment instructions. You're all set – no need to complete the 3 critical activities.

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