

# INSTITUTE FOR CAREER PLANNING

Adrian College

March 14, 2019

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Considering an internship in MAY, SUMMER OR FALL 2019?

ATTENDING ONE OF THE SESSIONS BELOW IS STRONGLY ENCOURAGED

DEADLINES ARE APPROACHING QUICKLY!

## Internship Information Sessions

Thursday, March 14, 2019

12:00pm - 12:30pm

GURDJIAN CONFERENCE ROOM - PEELE HALL

or

Monday, March 18, 2019

12:00pm - 12:30pm

GURDJIAN CONFERENCE ROOM - PEELE HALL

or

Tuesday, March 19, 2019

4:30pm - 5:00pm

GURDJIAN CONFERENCE ROOM - PEELE HALL

or

Tuesday, March 26, 2019

12:00pm - 12:30pm

GURDJIAN CONFERENCE ROOM - PEELE HALL

or

Thursday, April 4, 2019

12:00pm - 12:30pm

GURDJIAN CONFERENCE ROOM - PEELE HALL

Important  
DATE!

\*All Internship Packets must include the syllabus, resume, be typed, printed, initialed, and signed before being returned to the Institute for Career Planning.\*

LEARN MORE ABOUT THE FOLLOWING:

INTERNSHIP PROCESS

SITE AVAILABILITY

DEADLINES & DUE DATES

PACKET PROCEDURE

Packet  
Due Dates:

APRIL 10, 2019 = "NEW" Site Packet

APRIL 16, 2019 = "EXISTING" Site Packet

Internship packets are due the semester prior to registering for an internship.

Link to the packets are found at:

<http://adrian.edu/academics/career-planning/internships/>  
(bottom of the page)



# STILL NEED AN INTERNSHIP?

There are over 300 plus “*approved internships*” available  
*FOR CREDIT*” listed in Handshake

The internships listed below are still seeking interns.  
If you are interested, please contact the Institute for Career Planning  
at [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu).

## HOSPICE OF LENAWEE INTERNSHIP



Hospice of Lenawee is seeking to fill their *I.T. internship* for the upcoming Fall semester.  
Interested in applying? Send resume to [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu) and list in the  
**subject line: Hospice of Lenawee-I.T. Intern. (Approved for academic credit up to 6 credits)**

## AC-INSTITUTE FOR CAREER PLANNING INTERNSHIP(S)

Adrian College Institute for Career Planning is seeking two interns for the Fall semester.

- Event Planning **(Approved for academic credit up to 6 credits)**
- Media Production **(Approved for academic credit up to 3 credits)**



## HABITAT FOR HUMANITY INTERNSHIP(S)



Habitat for Humanity is seeking a **Development Assistant Intern** and **Social Media Marketing Intern** for the Fall semester. **(Both approved for academic credit up to 4 credits)**

## BOYS & GIRLS CLUB OF LENAWEE INTERNSHIP(S)

Boys & Girls Club of Lenawee has openings for the following internships:

- Youth Development **(Approved for academic credit up to 6 credits)**
- Marketing-Communication Assistant **(Approved for academic credit up to 6 credits)**
- Social Media Coordinator **(Approved for academic credit up to 6 credits)**
- Mentoring Program Coordinator **(Approved for academic credit up to 6 credits)**



## HEALTH DEPARTMENT INTERNSHIP



Lenawee County Health Department is seeking to fill their internship position, **Nursing/Health Education includes Environmental Health Technician & Emergency Preparedness**, for the Fall 2019 semester. Candidates interested in applying may submit resume to [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu) and list in the **subject line: Lenawee County Health Department Internship.**  
**(Approved for academic credit up to 6 credits)**



## AMERICAN OFFICE SOLUTIONS INTERNSHIP(S)

American Office Solutions has openings for the following internships:

- Sales intern *(Approved for academic credit up to 6 credits)*
- Content Creation *(Pending academic credit approval)*
- Graphic Design *(Pending academic credit approval)*



## EMPLOYMENT OPPORTUNITIES: CAMPUS VISITS

IKUS Life Enrichment Services

Will be on campus.....

When: Wed., Mar. 27th

Where: Caine

Time: 11am–1pm

For more information about  
IKUS

Visit: <http://ikuslife.org>



**Fifth Wheel Freight visits  
AC Campus**

**When: Thurs., Mar. 28th**

**Where: Caine**

**Time: 9am–12pm**

**For more information**

**visit: [www.fifthwheelfreight.com](http://www.fifthwheelfreight.com)**



**Visits AC!**

**When: Thurs., Mar. 28th**

**Where: Caine**

**Time: 11am–2pm**

For more information visit:  
[www.springhillcamps.com](http://www.springhillcamps.com)

Summer Camp • Day  
Camp • Youth & Group  
Retreats



## METRO DETROIT ALL-COLLEGE CAREER FAIR

**Metro Detroit  
All-College  
Career Fair**  
**Davenport University**  
Warren Campus 4<sup>th</sup> floor  
27650 Dequindre Rd. Warren 48902

**Thursday April 18, 1-3 pm**

**FREE Registration**

**View recruiting employers & register to  
attend at:**

[www.davenport.edu/career-services](http://www.davenport.edu/career-services) - "click" Events

**Transportation  
Provided!**

Contact Career Planning  
NO LATER than  
**Monday, April 15th** if you  
require transportation!

**Resume & Professional Dress Required**





## STAY CONNECTED WITH CAREER PLANNING

### How do you stay connected?

Log into **HANDSHAKE** daily for our upcoming events and be the first to know about full and part time job, seasonal positions, and internships.

*Like us on Facebook, follow us on Twitter, or check out our website.*

## OFFICE LOCATION

You can find us on the 2nd floor of Caine Student Center

## SCHEDULING AN APPOINTMENT

Need to see a Career Planning staff member?

You can now schedule your appointments directly through your Handshake account!

<https://adrian.joinhandshake.com/login>

Any questions or concerns can be directed to us

via email: [careerplanning@adrian.edu](mailto:careerplanning@adrian.edu) or 517-265-5161 x4392

## CONNECT WITH THE INSTITUTE FOR CAREER PLANNING

**FACEBOOK:** <https://www.facebook.com/ACCareerPlanning?ref=hl>

**TWITTER:** <https://twitter.com/AdrianCollegeCP>

**WEBSITE:** [www.adrian.edu/academics/career-planning](http://www.adrian.edu/academics/career-planning)



## Institute Hours

**Monday—Friday 8:30am—5:00pm**

**Appointments:** Scheduled through students Handshake

**Drop-Ins (Non-Appointment):** Wednesday & Thursday 3:00—5:00pm

