## Internship Procedure, Department of Geography, Millersville University

A. Print and complete the request for internship form by pointing your browser to <a href="http://www.millersville.edu/elcm/internships/students/index.php">http://www.millersville.edu/elcm/internships/students/index.php</a>. Click the link that is in step 1. Bring orientation forms to Dr. Schreiber's office for signing. Then take forms to the Office of Experiential Learning and Career Management-ELCM (Bedford House across from SMC). The office will give you training on the next steps, including how to find an internship. Be cautious. Some employers use Facebook and social media to make judgments about your work qualifications. Look presentable on your publicly accessible social media sites.

B. Use this opportunity to find a job related to your career aspirations. To find an internship job, you may use the list of internship employers maintained by the ELCM office, or you may find an