

clark advanced
learning center
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Internship Information Session
Class of 2024

Internship Program Overview

- Purpose of Internship Program
- Required of all students
- Two components
 - Internship
 - SLS 1421: Personal and Career Development
- Capstone
- Intern of the Year

Internship Placement and Completion Process

- Meeting with Dr. Bonds by Friday, May 26th
 - Create a résumé draft before meeting
 - Discuss career and Internship interests and timeline for Internship as well as résumé draft
 - Career assessments are an option
 - Timeline Options: Summer | Fall | Spring
- Business Partner Contact
 - Dr. Bonds works with prospective business partners to find placements
 - When a business partner has agreed to host a specific Intern, Dr. Bonds will send an email message with contact information for business partner to the Intern along with the Internship Agreement
 - Intern will contact assigned business partner to schedule meeting/interview
- Internship Procedures
 - Initial meeting with business partner
 - Internship Agreement
 - Weekly Time Cards
 - Intern Evaluation
- Capstone
 - Project
 - Observation

Business Partner Placement Requirements

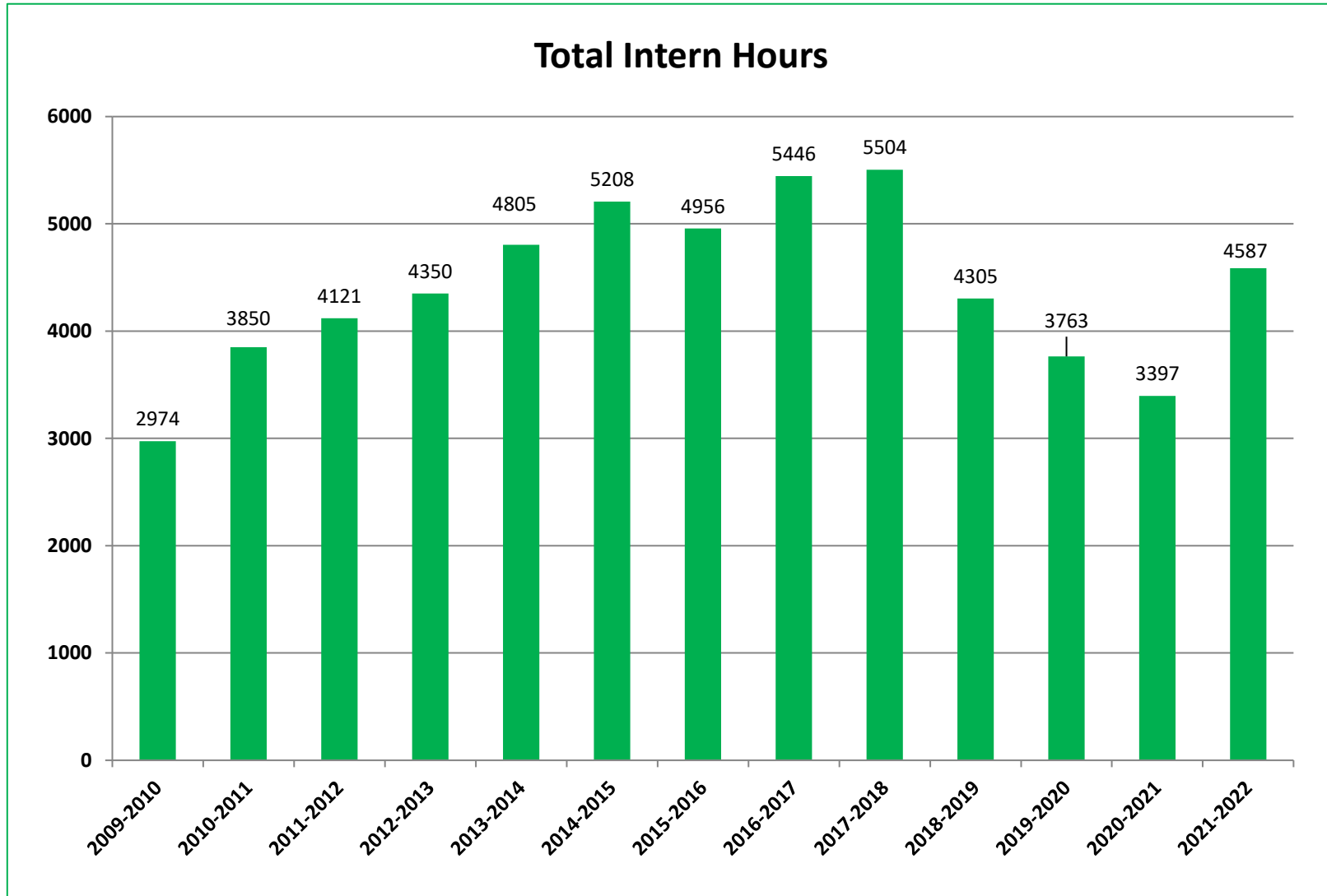
Internships in healthcare and law enforcement are not available for summer.

- Cleveland Clinic Martin Health
 - Onboarding process is completed online – can take up to two months
 - Requirements for placement (student responsibility):
 - Negative tuberculosis test administered within previous 12 months
 - Flu shot for the current year
 - Proof of COVID-19 and Influenza immunizations
 - Possible:
 - Current CPR Certification
 - Background check – student responsible for fee
 - Proof of health insurance coverage
 - Proof of additional immunizations, provided by Dr. Bonds from FOCUS
- Law Enforcement, Court System, Education, Martin County
 - Application
 - Background check – student responsible for fee
 - Fingerprinting
 - Coursework

Student Responsibilities

- During Internship Placement Process
 - Complete résumé draft
 - Schedule a time to meet with Dr. Bonds by May 26th to discuss Internship plans and résumé draft
 - Work with Dr. Bonds to create final résumé that is sent to prospective Business Partners
 - Check RiverMail regularly
 - Contact assigned business partner as soon as possible after receiving contact information from Dr. Bonds
 - Submit all hours and paperwork in a timely manner
- During the Internship
 - Maintain a professional image throughout the Internship
 - Take advantage of the opportunities provided by the Internship
 - Track hours and submit paperwork as required

Historical Data on Internship Program



Meet Clark Interns

Isabella Elg
The Elliott Museum

Questions?

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