More ways the ACE IT Center can help!

The ACE IT Center is here to assist and guide you through the entire internship process. From the search process to applying, the dedicated ACE IT Center staff can help you put your best foot forward. Some of the services we offer that can help you in your career exploration:

- Resume writing advise and tips
- Mock interviewing
- Meyers-Briggs Personality Testing
- COPS Testing (Career Occupational Preference System Summary)
- Private career guidance appointments
- Job shadowing
- Transfer assistance and guidance
- Academic advising

Questions? Contact Sarah Clark at 307-382-1646 or 307-382-1660 or by email sclark@wwcc.wy.edu
Why an Internship?

Students gain experience in real-world examples of theories learned in the classroom and how those theories can be applied to their profession of choice. Students are able to strengthen practical knowledge as well as earn college credits that can be applied toward graduation.

Interaction with professionals can help confirm academic majors. The introduction to a practical work environment offers hands-on experiences and assists in developing a more clearly defined understanding of how academic interest can be applied toward personal and career goals.

Internships allow you to add strong resume experiences and often assist in opening the door to entry-level employment after you have earned your degree. Professionals with whom you will work with during your internship can be great professional references who may be able to help you obtain full-time employment upon graduation.

Get prepared!

Your efforts play a vital role in obtaining an internship and being professionally prepared is the best way to secure your intern position within a company. Below are a few key ways to prepare for an internship:

- Complete a professional resume.
- Practice interviewing. Make sure you feel comfortable and confident in answering basic interview questions as well as specific questions regarding the profession you are interested in.
- Begin searching as early as January if you are seeking a summer internship.
- Discuss your internship interests with a faculty member, academic advisor, or with Western’s Internship Specialist. It is your responsibility to find a full-time faculty member to sponsor you if you are seeking credit for your internship.
- You will need to apply and interview with each internship site. This enables both of you the ability to ensure you will each be a good fit for each other.

Can I get credit for it?

Absolutely! Below are the guidelines for receiving credit for an internship:

- Once you have decided you are seeking an internship, you must fill out Western's Internship Application which can be found in the ACE IT Center.
- You must already possess a minimum 2.0 GPA, have a faculty member’s recommendation, and an advisor for the internship.
- As an intern, you can receive up to three credit hours while gaining direct hands-on experience in your field of study. To earn each credit, you will need to spend a minimum of 62.5 hours participating as an intern with the company or organization.
- To earn three credit hours for your internship, estimate spending roughly 10 hours per week during a normal semester working as an intern.

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