

Administrative Affairs Division Learning Labs Internship Program

Student Benefits

- Helps you learn about a career field from the inside
- Provides first hand knowledge to help you assess if this is the right career field for you
- Obtain new skills and add to your knowledge base
- Obtain confidence in your own abilities
- Meet people working in your chosen profession and practice your networking skills
- Provide evidence that you have initiative, are reliable and have a sense of responsibility
- Provide a bridge between your studies and the professional world
- Make a valuable addition to your resume
- Enhance your application to Graduate School

Steps for Students

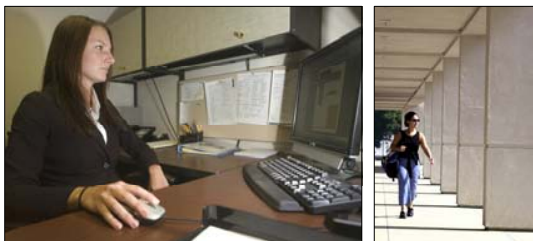
1. Download and read the Learning Labs Internship Program Guide & Application
2. Apply and interview for existing Learning Lab opportunities, or
Identify and establish a significant internship project, working with your faculty supervisor and an Administrative Affairs Division Manager
3. Complete an Administrative Affairs Learning Lab Internship Agreement form to document the scope and details of the project/work to be performed.
4. Gain a permission number from the faculty supervisor and register for the course.

About Learning Labs

Learning Labs—A Course of Work Experience

Our program offers students unpaid internship/practicum experiences in various departments and units within the Administrative Affairs Division at Cal Poly Pomona. Learning Labs provides opportunities for students to work and learn from our staff and administrators.

Through field-based experiences, students have an opportunity to strengthen their qualifications and gain experience, while earning academic credit.



For detailed information, read about our program and obtain forms on-line at:

<http://www.csupomona.edu/~aasp>

Department Benefits

- Obtain the knowledge, skills, and abilities of highly motivated Cal Poly Pomona students, who can add tremendous value to our units by yielding research and recommendations we can utilize to improve operations and services.
- Bring a sense of satisfaction and pride to the management and staff who participate in this important learning-centered contribution to our students.

Steps for Managers

1. Download and read the Learning Labs Internship Program Guidebook for Managers
2. Identify a significant internship project and write out a description of it.
3. Seek the support/approval from the appropriate Dean/ Department Chair.
4. Once approved, and with a faculty advisor identified, advertise the Internship with the Career Center and through the College/Department of applicable majors for the project.
5. Interview Internship applicants and select the most qualified candidate.
6. Provide orientation, training, and necessary work space for your intern, with access to required equipment.
7. Provide your time, guidance, and performance feedback for your intern.