

Are You Interested in Enrolling in an Internship Course?

See instructions below. **Please note:** All Internships are required to be remote for Fall 2021 and Winter 2022.


Step 1: If you are an international student studying on an F1 visa, complete this step.

If you are an **international student** studying on an F1 student visa, please make sure to review Info for F1 International Students and obtain your eligibility letter from the International Education Center before proceeding to Step 2.

If you are *not* an international student, please go to Step 2.

Step 2: Watch the Orientation Video

Watch this Orientation Video to see if you qualify for the internship program and also how to enroll. Note that all fall 2021 internships must be remote.

 Internship Orientation Presentation Slides

Step 3: Complete the Internship Application Form

If you qualify to enroll in an internship course, please submit the Internship Eligibility Form.

- Internship Application Form (login required)

Please note that you will be required to log in with your SMC email account/username (not your ID number) and password. Complete and submit the form. Forms time-out after 45 minutes.

If you cannot complete it, and the form has been enabled to save your progress, click the “Save Progress” button at the bottom of the page. You can return to it later by signing in at www.smc.edu/myforms. The "MyForms" portal shows forms you have submitted and those you have in progress.

1. Click on “Pending/Draft Forms”.

2. Identify the form you would like to resume and then click on the “Complete Form” button on the right side of the screen.
 3. To review forms you have submitted in the past, click on “Forms History.” Then click on the icon for PDF or for the HTML view.
 4. Once you have completed the missing questions/items, click the “Submit” button.
 5. Once submitted, you will be prompted to view and download a PDF version of the submitted form. You can always see it, too, by login in at the MyForms portal.
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Step 4: Wait to receive confirmation from the Career Services Center

Once your eligibility is confirmed, the Career Services Center will within 5 business days, send a message to your SMC email address (accessible via Corsair Connect and not through Canvas) about the next steps.

Internship Program Enrollment Deadlines

Please note: The Internship Program will not be responding to any emails, phone calls and/or any other forms of communication from December 23, 2021 to January 5, 2022. Due to Winter Break and office closures, please do not expect any assistance with add codes, internship forms and/or general questions about the Internship Program during these dates.

For additional information, see upcoming program enrollment deadlines.

Fall 2021

The fall enrollment period for the Internship Program will begin Monday, August 23, 2021 and end on Friday, October 15, 2021. October 15, 2021 is also the last day students may receive an add code for the internship class. ****Please note that add codes will not be available until Monday, August 30, 2021 and all fall 2021 internships must be 100% remote.**

Winter 2022

The winter enrollment period for the Internship Program will begin on Monday, December 13, 2021 and end at 5:00 PM PT on Friday, January 14, 2022. Add codes for the internship class will become available starting Thursday, January 6, 2022. The last day for students to receive an add code is Friday, January 14, 2022. Note that all winter 2022 internships must be 100% remote.

Please note, The Internship Program will not be responding to any emails, phone calls and/or any other forms of communication from December 23, 2021 to January 5, 2022. Due to Winter Break and office closures, please do not expect any assistance with add codes, internship forms and/or general questions about the Internship Program during these dates.

Spring 2022

The spring enrollment period for the Internship Program will begin on Monday, February 7, 2022 and end at 5:00 PM PT on Friday, April 1, 2022. Add codes for the internship class will become available starting Monday, February 14, 2022. The last day for students to receive an add code is Friday, April 1, 2022.

Please note, The Internship Program will not be responding to any emails, phone calls and/or any other forms of communication from December 23, 2021 to January 5, 2022. Due to Winter Break and office closures, please do not expect any assistance with add codes, internship forms and/or general questions about the Internship Program during these dates.

Please also check back with us later to see when add codes will become available and whether spring 2022 internships must be 100% remote.

Employers

Learn the necessary steps to find an intern for your company or agency. Check out a free way to list internships and jobs for SMC students. Visit Employer Information to see how to recruit and host SMC interns.

Faculty

Please encourage your students to come to the Career Services Center in the Student Services Center to learn more about internship opportunities.