

Internship

Cooperative Education

Learn outside of the classroom and gain practical experience in the U.S.!

OPPORTUNITIES
REAL JOB SKILLS
ENGLISH
INTERNSHIP STUDY EDGE
EXPERIENCE RELATE WORK
POTENTIAL IMPROVE
CONTACTS CAREER CONNECTIONS

Internship Process

1. **Take BUSN or HOST 139** Learn about resume and cover letter writing, interviewing, and networking
2. Finalize resume and seek guidance from Internship Coordinator
3. Find an internship
4. Complete the cooperative (internship) paperwork
5. Register for **BUSN or HOST 140** (internship)
1 credit = 30 internship hours
Expect an additional 3-5 hours of weekly assignments

Students are required to take BUSN/HOST 139 in order to participate in an internship. ONLY AFTER week 6 of BUSN/HOST 139 and you have received a passing score on your resume from your instructor, make an appointment with the ISP Internship Coordinator.



INTERNSHIP PARTNERS

- Azumano International
- DoubleTree Suites by Hilton
- Hampton Inn by Hilton
- HIS International Tours
- Japan America Society of the State of WA
- Jananese Cultural & Community Center of WA
- JTB USA
- Port Jobs
- Port of Seattle
- The Steamer Virginia V Ship
- Ventures

In today's business and college market, it's important to make yourself stand out from the competition. Also referred to as an internship, Cooperative Education is a GREAT way to do just that.

INTERNSHIP SEARCH ASSISTANCE:

- Faculty Advisor
- ISP Internship Coordinator
- Highline Career Coach

<http://highline.edu/careercoach>
myinterfase.com/highline/student

* * * * *

CONTACT:

For more information about internships, contact

Katie Washington, Internship Coordinator
Email: kwashington@highline.edu
Phone: 206-592-4674

Highline College

2400 S. 240 St. (P.O. Box 9800)
Des Moines, WA 98198-9800
www.highline.edu

International Student Programs

Building 25, Level 5
Phone: 206-592-3725
<http://international.highline.edu/>

The College's total liability for claims arising from a contractual relationship with the student in any way related to classes or programs shall be limited to the tuition and expenses paid by the student to the College for those classes or programs. In no event shall the College be liable for any special, indirect, incidental, or consequential damages, including but not limited to, loss of earnings or profits.

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

