

## Internship Prep Workshop Event Description

Preparedness is key when seeking and obtaining an internship. Within this 1-hour Internship Prep Workshop, students will work with Experiential Education staff to:

- Review the policies and procedures of the Internship Program
- Gain an understanding of what to expect at the internship site
- Begin the process of developing a resume
- Identify internship sites of interest

**Students must attend one workshop in order to enroll in INT 210**

## College Central Network (CCN) Login Instructions

1. Log into your accessBCC account
2. On the left menu, select **College Central Network**
3. Click **Activate** under the sign in button (if you already activated your account just log in).
4. Enter your Bristol ID and email address (jsmith11, [jsmith11@bristolcc.edu](mailto:jsmith11@bristolcc.edu))
5. Click **Activate Account**
6. Complete the brief registration form



## Registering for a Virtual Internship Prep Workshop

1. Log into your College Central Network account
2. Click on **Events & Programs** on the left-hand side
3. Select the **month tab** and select **workshop time**
4. Click **Sign Up**

## Participating in a Virtual Internship Prep Workshop

All workshops will be held in Zoom. You do not need a Zoom account to join the meeting, however if you would like to create an account you can do so by following the steps in this video: <https://bit.ly/3hfxt50>

One day prior to the workshop, you will receive a reminder e-mail and an Outlook calendar invitation with the meeting link included. At the time of the meeting, click on the link that and it will bring you directly into the Zoom workshop.

**Questions?** Please contact the EEC at [EEC@BristolCC.edu](mailto:EEC@BristolCC.edu) or 774-357-2407 if you have any questions about registering for and/or accessing Virtual Internship Prep Workshops.