

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

INTERNSHIP SEARCH ASSISTANCE:

- Faculty Advisor
- ISP Internship Coordinator
- Highline Career Coach

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



**INTERNSHIP
 Cooperative
 Education**



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.

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

Programs with Internship Options:

Business

<http://business.highline.edu/>

Business Technology

<http://bstec.highline.edu/>

Hospitality & Tourism Management

<http://host.highline.edu/>



For more information about internships, contact:

Casey Cleary, Internship Coordinator

Email: ccleary@highline.edu
 Phone: 206-592-4532

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/>

Internship Process

1. **Take BUSN or HOST 139** Learn about resume and cover letter writing, interviewing, and networking
2. Finalize resume and attend the required **ISP Internship Workshop**
3. Work hard and send applications to find your own internship
4. After being hired, complete the **ISP Internship Registration Form**
5. When you are done, have your internship supervisor sign the **ISP Internship Completion Form**
6. Submit your ISP Internship Completion Form to ISP to earn your **ISP Internship Certificate**

INTERNSHIP PARTNERS



TRADE
DEVELOPMENT
ALLIANCE
of
GREATER
SEATTLE



Student

“At John F Kennedy International Airport, I work as Passenger Service Agent for a Japanese Airline Company. I recommend internship as it is a good opportunity to learn

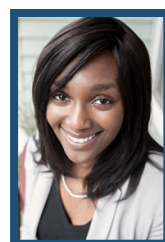


Satoko Habu

New York – JFK International Airport (Passenger Service Agent)
March 2015 (after graduating from Highline College)
Seattle –Tacoma International Airport (Intern),
Summer 2014 (while at Highline College)

American culture, also great chance to use English with a lot of people.”

Faculty



Shawna Freeman
Instructor, Business
Highline College

“Students who utilize internships advance faster in their careers, while employers benefit from the connections to new talented and eager professionals. Internships are a proven and successful collaboration that we emphasize here at Highline College.”

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.



We are a Japanese multinational corporation that provides a variety of staffing services, including temporary staffing, recruiting, and outsourcing.

The company is headquartered in Tokyo established in 1976, and are located in California, New York, Texas, Illinois, Michigan, and Georgia.

Supervisor

“We have had many Highline graduates currently and in the past for our internship program and they have been tremendous help.

They go above and beyond to master the customer service skill at JFK airport and we highly value their eagerness to learn and challenge themselves.

We believe that the skill gained through this program will help them find successful career in the hospitality industry and are excited to be a part of it. And we are looking to meet more of you who are ready to step in to gain real experience at our internship program.”

Mari Tanaka
Recruiter, Pasona NA, Inc.

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 sexual discrimination includes sexual harassment (unwelcome sexual conduct of various types).