

Interested in an Internship?

Career and Internship Services has designed a Blackboard organization that will lead you through the five steps to finding an internship. If you are confused about what an internship is or are still deciding whether you would like to pursue an internship, this Blackboard organization will also provide you with this information.

Please self-enroll into Blackboard's organization **MassBay Internships**:

- **Log** into Blackboard
- Scroll down until you see the **Organization Search** module on the left side



The screenshot shows a dark blue header with the text "Organization Search". Below the header is a light gray search box containing the text "internship" and a "Go" button to its right.

- Type **internship** into its textbox and press the **Enter** key or click on the **Go** button
- In the **Browse Organization Catalog** window, **hover** your mouse cursor **over** the Organization ID: **Career_and_Internship_Services**

Organization ID	Organization Name	Leader Names
Career_and_Internship_Services	Career and Internship Services	Julie Ginn, Kate Basch

Options Menu: Organization ID

- When the **Options Menu** button appears, click on it



The screenshot shows a "Self Enrollment" window. It has a header "Organization ID" and a dropdown menu showing "Career_and_Internship_Services". Below the dropdown is an "Enroll" button.

- Click on **Enroll**
- In the **Self Enrollment** window, click on the **Submit** button

Self Enrollment



The screenshot shows a confirmation window with a header "Self Enrollment" and a "Submit" button. Below the header is a line of text: "ENROLL IN ORGANIZATION: CAREER AND INTERNSHIP SERVICES".

- Click on the **OK** button

You have successfully self-enrolled into the **MassBay Internships** organization and will automatically "enter" that organization.

To use its resources in the future:

- Click on the MassBay Blackboard tab
- Scroll down until you view the **My Organizations** module on the right side
- In it, click on **MassBay Internships**