

Be ready with your BMCC EMPL ID # and/or CUNYfirst ID and your BMCC email address.

Students who want to enroll in the academic internship course must first complete the **Experiential Learning Application**. After you complete this application and attend an Internship Orientation, you will be registered in the course. If you would like more details on internships and requirements, please visit our website or contact our office.



BMCC CENTER FOR CAREER DEVELOPMENT

STEPS TO LOGIN TO CAREER EXPRESS

1. Username: Your BMCC e-mail address
Password: Add 1209 before your 8 digit student ID number
2. Fill out your profile information.
3. Once you have completed your profile, you can:
 - Schedule an appointment to meet with a career advisor
 - RSVP for events such as career fairs and workshops
 - Search for jobs and internships, and so much more!

*Questions? Please contact our office at (212) 220-8170 or email us at career@bmcc.cuny.edu

Step 1 – Go to [Career Express](#) home page and log-in

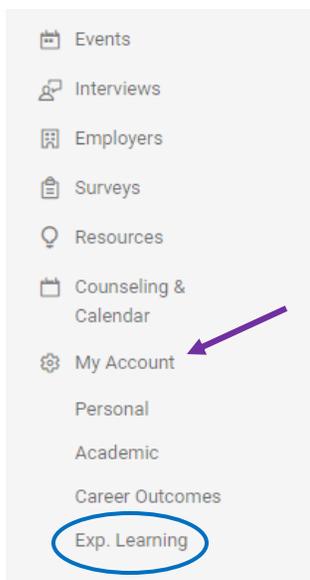
BMCC manages ALL INTERNS through Career Express.

If you are new to Career Express, you must read and follow the sign-in instructions CAREFULLY. You will need your **active** BMCC email address.

Career Express is a platform to help you:

- Search and apply for jobs, internships and other opportunities.
- Build a résumé through your PROFILE. (A full PROFILE will match students with jobs and internships.)
- Schedule an appointment with a Career Advisor – this can be great if you don't have a résumé or need help exploring options.
- RSVP for events, workshops and special programs.

Save your log-in information. You will be coming back here throughout your internship experience.



- Events
- Interviews
- Employers
- Surveys
- Resources
- Counseling & Calendar
- My Account
 - Personal
 - Academic
 - Career Outcomes
 - Exp. Learning

What's New

Borough of Manhattan Community College has made an announcement about a [Food Trucks Technology Summer Internship](#). **Food Trucks Technology is a start up technology company. They are looking for a summer internships. Please contact Jarrett Raghnael at jarr@foodtruckstechnology.com if you are interested!**

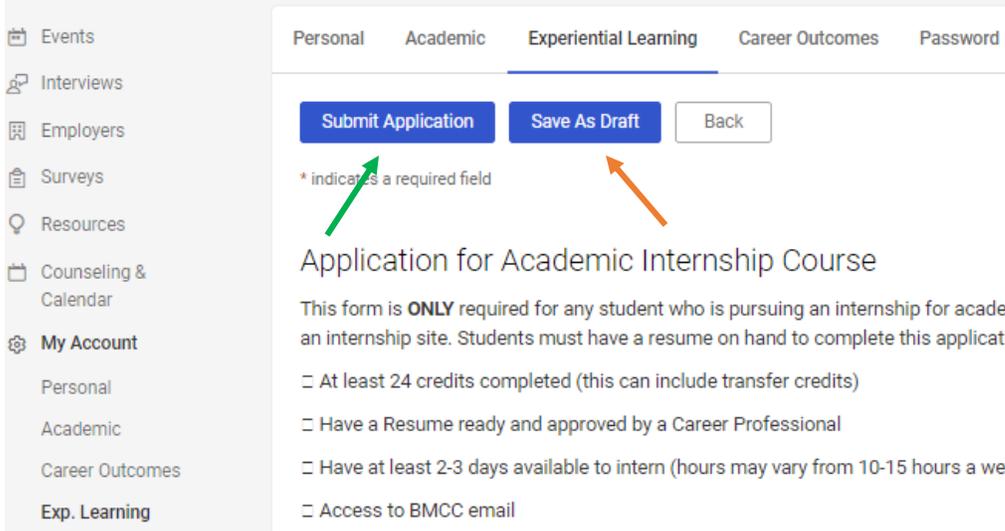
Sales Internship

Job Overview: This Internship is to work directly with the head of a startup. We are looking for someone to hit the pavement and bring vendors to our application. They will also work directly with the head of the startup to start them on the platform and consistently maintain account.

Responsibilities:

Step 2 – Experiential Learning Tab

Students can access the internship area on Career Express by clicking **'My Account'** (lower left-hand side) and then selecting **'Exp. Learning'**.



Step 3 – Application

Make sure to complete all fields. You will need to have your résumé ready to upload. If you need more time, you can click **'Save as Draft'** and then **'Submit Application'** later.

Please note this is an application to enroll in the course. This is not an application for a specific internship.

After you submit your application

- **A faculty member will review and approve the application** and the Office of Internships and Experiential Learning will register you in the course. This process can take at least 2 weeks.
- You will see the course listed on your CUNYFirst schedule for the next semester. You may also be notified by the Office of Internships and Experiential Learning regarding your registration status for the course.

Using Current Job as Internship Site

Students at BMCC may already be employed in a full-time or part-time job that relates to their major. In these cases, faculty may give approval for a student to use their job as an internship site. Faculty will work with each intern to develop a plan.

Criteria:

- An individual supervisor must be identified on site to complete an evaluation on behalf of the student intern/employee.
- Students must complete all requirements and assignments of the internship course.

Jobs unrelated to major:

If a student has a full-time or part-time job where their duties are unrelated to their major, they may request special assignments beyond their regular role to fulfill the requirements of the internship course. This may involve special projects, temporary reassignment to another department, or observing and assisting an employee who is working in the student's chosen career field. Prospective interns need to discuss this option with the Internship Faculty leading their course.