

# INTERNSHIPS

***Be Part of the "IN"tern Crowd!***

**Three out of five graduating seniors have done one! How about you?** (NACE 2013)

- ❖ Be one of the 60% of paid interns who receive at least one employment offer upon graduation (NACE, class of 2012)
- ❖ Develop professional skills including a personal set of values, ethics, and work standards
- ❖ Confirm (or re-evaluate) your major and career choices
- ❖ Experience the inner workings of a career field and gain experience to build your resume
- ❖ Increase marketability and skills valued by potential employers
- ❖ Gain networking opportunities and obtain professional references
- ❖ Meet degree requirements if enrolled for credit

**What can keep you from obtaining an internship?**

- ❖ Not being professional (online, on paper, and in person)
- ❖ Lack of career goals, motivation, and follow through
- ❖ Waiting too late to apply for opportunities



**Plan ahead so you don't fall behind!**

## Pre-Search Basics

### **Ask yourself these questions**

- What do I want to do or accomplish in my internship?
- What skills do I currently possess?
- Have I completed preparatory coursework related to the field?
- If not "internship ready", meet with a career advisor to get on track!

### **Know the facts about internships**

- May occur year round and often last 10-15 weeks and range from 10-30 hours per week
- Pay, length and hours worked are negotiated between students and employers
- Academic credit for an internship is approved by your college's faculty/staff
- Seek out an internship even if it's not required by your major

### **Before you apply**

- Create an outstanding resume that best highlights your skills. See a Career Advisor for help
- Gather a variety of references related to academics, work, student organization/leadership activity

## Where to Search for Internships

- Determine your preferred work environment and use your network of contacts to find openings
- Use [informational interviews](#) to connect you with potential opportunities
- Register with [Flash @ Work](#) to view openings
- Attend our Fall and Spring Internship, Co-op & Career Fairs to meet with employers
- Use our [Helpful Career Websites](#) to locate popular search websites
- Connect with alumni through the [Alumni Association](#)

### **Prepare to “wow” employers!**

- Polish your [one-minute elevator pitch](#) to make it work for you!
- Practice interviewing skills from the comfort of your home using [Interview Stream](#)
- Complete a mock interview with a Career Advisor in the Career Exploration and Development

## “Beat” the Competition

- Investigate/apply one year ahead for some highly desirable internships
- Create business/networking cards and pass out to contacts, friends, and family
- Join and participate in LinkedIn industry related groups
- Fine-tune your professional image both online and in-person
- Join professional associations in your field

## During Your Internship

- Dress appropriately, and if expectation are unclear, check with your supervisor
- Communicate professionally at all times
- Be aware of the office environment and adhere to office protocols
- Talk with everyone, not just immediate co-workers
- Check in often with your supervisor and ask for additional work, as appropriate
- Ask your supervisor if they will serve as a “positive” reference for you in the future
- Maximize the experience even if you are not interested in pursuing further employment

## After Your Internship

- Use your supervisor’s feedback to assess strengths and areas for improvement
- Update your resume with the new experience
- Stay in touch with your supervisors and mentors