

INTERNSHIP: WHAT IS IT?

- Pre-professional experience providing
 - exposure
 - training
 - mentorship in a given career field

- Internships may be
 - full time (summer)
 - part time
 - paid
 - unpaid

SKILLS GAINED FROM INTERNSHIP

- Career related skills
- General skills such as
 - teamwork
 - communication
 - organization

Why do I need an internship?

- reinforce work related
 - academic objectives
 - career objectives
 - personal values
- Identify skills needed to enter given field
- gain practical work experience in field of interest

Developing Your Own Internship: Answering Whats?

- What do you hope to gain from the experience?
- What type(s) of work do you want to do?
- Where do you want to do it (location and type of organization)?
- What are your requirements regarding compensation? Time commitment?

Identifying abilities

- Identifying skills
 - writing skills
 - research skills
 - analytical skills
- Academic preparation
- Previous work experience
- Volunteer experience
- Hobbies
- Extracurricular activities

Identifying Strategies

- List organizations related to your interest
- Research organizations of choice by visiting websites to learn about
 - mission
 - products/services offered
 - major divisions and
 - Location
- Identify departments/individuals to contact
- Ask professors, TAs, parents, relatives, acquaintances for contacts.

Prepare Quality resume and Cover Letter

- Attend a resume and cover letter workshop
- Make appointment with career counselor
- Send resume and cover letter to contact
- Follow up with phone call to
 - re-emphasize interest
 - answer any questions employers may have
 - set up an appointment for interview
 - if organization out of area, suggest phone interview

Prepare for Interview

- Sign up to attend interviewing workshop
- Set up mock interview with career counselor
- Review information on prospective organization (website, etc.).
- Demonstrate value you will bring to organization

Follow Up

- Send thank-you letter
- Respond to all offers
 - even those you do not plan to accept

TIPS FOR INTERNSHIP SUCCESS:

- Communicate Effectively and Often
 - know what skills you can offer
 - meet with your supervisor to discuss ways to utilize your skills and gain more skills
 - let supervisor know if you feel your skills aren't being used to their potential

.

Set Goals

- Sit down with your supervisor
- Go over what you hope to gain from internship
- Follow up to make sure you are meeting those goals
- Set new goals if necessary

Observe

- Get to know
 - corporate culture
 - dress
 - communication style
 - how decisions are made.
- Avoid saying wrong thing or overstepping your boundaries

Know Your Role

- Learn to fit into organization
- Understand what is expected of you
- Perform competently

Be Flexible

- May have to do some “grunt” work
- This is the trade-off for skills you gain
- Make sure there is a balance
- Discuss with supervisor how you can apply skills in the office

Be Responsible

- Be on time
- Take assignments seriously
- Meet deadline
- Companies hire interns for future full-time positions
- Companies look closely at performance and attitude to decide if you are a candidate for full-time position

Take It All In

- Learn as much as you can about industry and organization by
 - reading what is around you
 - talking with everyone
 - getting involved with extra projects

Network

- Talk to as many people as you can
- Introduce yourself to everyone
- Find a mentor

Keep in Touch

- Extend your network through internship
- Keep in touch with those you have met
- When it comes time to look for a full-time job, they remember you and can help

Have Fun !!!