

INTERNSHIP PROGRAM OVERVIEW

The Importance of Internships

Going to college is a critical step, but you can greatly enhance your classroom learning by gaining real world experience through internships. In addition to gaining great experience to compliment your classroom learning, college internships allow you to beef up your portfolio or résumé and make valuable industry contacts that can be essential to landing the ideal job upon graduation. Remember the old adage, “It’s not what you know, but who you know.” Well toss that right out. In today’s competitive job market, it’s what you know and who you know that often makes the difference. College internships are a great way to address both of those issues at the same time.

The importance of internships to college students in terms of networking and gaining new resources cannot be understated. Building a network of “who you know” through college student internships can pay great dividends upon graduation. Experience, an enviable résumé, professional contacts and references, and college credit is essential to an internship experience. Successful college internships can set you up in the field you want – not to mention putting you one step closer to your degree.

Upon graduation, those who have completed an internship are more qualified, more experienced, and more connected than those who have not. The first step is finding an opportunity that fits your experience and requirements.

At the conclusion of the internship, students should have acquired the following:

Academically:

- An application of knowledge learned in the classroom
- Improved critical thinking and problem-solving skills
- An increased ability to set goals and became a self-directed learner
- An expanded motivation to learn
- How information in the major/discipline is applied to real life
- Improved research, observation, and information gathering skills
- Improved writing skills

Professionally:

- Explored interest and test career goals
- Developed professional competences, such as time management and organizational skills and professional work habits
- Improved presentation skills, knowledge of office protocol, and networking ability

Personally:

- Increased self-awareness, self-esteem, and self-confidence
- Developed problem-solving and decision-making skills
- Continued exploration of personal values
- Demonstrated emotional maturity

Internship Disciplines

Internships are available in all disciplines including:

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| ➤ Audio Visual | ➤ Finance/Accounting |
| ➤ Criminal Justice | ➤ Human Resources |
| ➤ Federal Agencies | ➤ Marketing/Media Relations |
| ➤ Technology | ➤ Social Services |
| ➤ Sales Management | ➤ Research |
| ➤ Community/Public Relations | ➤ Health Related |
| ➤ Hotel and Hospitality | ➤ Education |
| ➤ Event Management/Planning | |

Length of Internships

Summer Session

The approximate dates of the internships are determined by companies/organizations; however, typical time frames can range from 8-12 weeks. Students will be expected to work a 30-40-hour work week. These opportunities can be local, regional, or national. If you are interested in an opportunity out of state, you will need to determine the following:

- Travel: Will travel to and from the internship site be provided?
- Lodging: Will housing accommodations be provided? Will the company/organization pay the housing cost? Will assistance be provided to identify reasonable housing accommodation? Accessibility to and from job site from lodging?
- Pay: How and when will I be paid? How will I sustain myself until payday?

Fall/Spring

Internships are available throughout the academic year from September – May on a part-time basis. Typically, you will need to be prepared to work 10-20 hours and may include some weekends.

Local organizations from various disciplines may seek interns for short-term opportunities, such as major events or projects, one semester, etc. Hours will be determined by the organization and student class schedule.

Qualifications and Compensation

Most organizations/companies will require that interns are a full-time student, certain classifications and/or majors may be requested, etc. You can expect that most internship opportunities will require a **minimum** grade point average of at least 2.5; therefore, it is very important that you maintain high academic standards.

Compensation can be paid, unpaid, and/or offered for course credit. In the instance of course credit, a student must provide appropriate documentation from their professor – including the course syllabus and this internship packet.

Course Credit

If a student is registered in an internship class for course credit, appropriate documentation will be provided indicating credit requirements.

If interested in an internship, the student must obtain and complete the following:

- Internship Packet with Application
- Unofficial Transcript
- Résumé
- Essay
- Contract/Evaluation Documents

******Students are also encouraged to obtain a letter of recommendation from their internship supervisor, which past internship students have found to be very useful for their job search and/or application for graduate school. Also, interns are asked to write their supervisor a handwritten thank you letter, which is a very good way to end the internship and leaves a very good impression.******

Upon completion of the application/documentation, the “Internship Student Contract” must be returned to the Career Pathways/Career Services office before beginning your internship.