

Internships

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I Want to do an Internship - Now What?

1. Research

What industry do you want experience in? Do you know companies organizations where you could intern? Do you know someone who works in those companies? Do you know a student who has done an internship? Great ways to research include:

- *Networking*
- *Online research, including company websites*
- *Visit with a Career Coach, advisor, or faculty member for ideas and contacts*

2. What are the requirements for your major?

Visit with your advisor or instructor to make sure you understand the requirements. Learning objectives, projects, goals and hours should be included.

3. Is an internship required for graduation?

Requirements vary depending on your major. For most majors an internship is NOT required but IS strongly encouraged. If your major does not offer internship credit you can register for credit through Student Services Courses (SSC 4890). It may be used as elective credit. You do not need to receive credit in order to participate in an internship.

4. Are all internships paid?

It will depend on the company. Non-profit organizations usually do not pay interns. You do not need to get paid in order to receive credit or have a good experience. Businesses are strongly encouraged to pay interns if possible.

What Can I Expect in an Internship?



The chance to learn valuable work skills and gain useful experience

Talk to your manager about opportunities to develop genuine vocational skills. Is there a specific project you can own or be given a dedicated role in? A good employer would also allow and even encourage you to take advantage of any in-house training courses available.



Sensible working hours.

Certain sectors, such as media, fashion or finance, have a reputation for working staff long and hard, leading to stress and burn-out. For ambitious interns keen to impress, it's very tempting to work excessively long hours. It's a dangerous habit to get into and not a good way to get ahead in the long run.



To be treated with the same respect as any other member of staff



A contract. Interns involved in performing meaningful work, that should be paid for by employers, are also entitled to a contract setting out all of their statutory employment rights and the terms of the internship.



A reference upon completion of the internship.

12 Tips to be Successful

How Can I Stand Out as an Intern?

1. Be prepared. Do your homework before your first day and know the company or organization you will be working with.
2. Dress for success. Know the dress standards for the organization. When in doubt dress a step above.
3. Treat the internship like a real job. Practice good time management. Be organized, be careful not to take on too much, and let someone know if you can't complete a project by the deadline.
4. Ask questions. Don't be afraid to ask questions and step outside your comfort zone.
5. Be flexible. Learn to be adaptive and you will be more successful.
6. Network. Take the opportunity to build as many quality relationships in your internship as possible.
7. Find a mentor. Interns should ask their supervisor or someone they admire in the company about their experience and ask for any words of wisdom. AVOID asking directly "will you be my mentor?" Work on building a relationship instead.
8. Be involved. Take initiative. Volunteer within reason.
9. Be respectful, but assertive.
10. Challenge yourself.
11. Keep records of your accomplishments. You will want to be able to highlight your experience in your portfolio and on your resume.
12. Ask for feedback and references when you complete your internship.