WHY?

How does your major match your:

- Skills, Interests, Values and Temperament
- How does your potential career trigger your goals, dreams, passion?
- What are your realistic and reach goals for your life?
Why Do You Need an Internship?

An internship gives you the opportunity to:

- Gain valuable work experience before you graduate
- Develop new skills and refine others
- Apply knowledge gained from coursework to on-the-job situations
- Reality-test tentative career choices
- Build networks and connections in the field
- Experience new work environments
- Earn money for tuition and expenses
Strategy

Important aspects of your internship search:

- Determine Your Goals
- Personal “Check-in”
- Research Employers and Career Fields
- Internship Options
- Tools of the Trade

- Timing
- Preparation
  - Resume
  - Interview
- Experience
Determine Your Goals

- Ask yourself:
  - Why do you want an internship?
  - What do you hope to learn?
  - In what field(s) are you trying to gain experience?
- Schedule an appointment with a Career Counselor at 346-3235.
Personal “Check-in”

Once you figure out your broader goals for the internship, ask yourself the following questions:

- What type of experience do I want?
- What type of work setting?
- What type of daily duties?
- What locations do I prefer?
- What is my timetable?
- Living expenses in another city
Personal “Check-in”

- Determine specific skills that you want to learn.
- Your list of ideas may include internship positions that use skills related to your chosen interest/field.
- Then identify the internships that may provide you with opportunities to develop those skills.
Internship options

- Think of potential internships as a real-world job where your compensation is academic credit for providing services.

- Approach searching for an internship as if it were a job search:
  - Seek out your departments internship coordinator to discuss possible leads.
  - Talk to faculty members who work in your interest area.
  - Consult peer advisers and other students in your department.
  - Check bulletin boards
  - Check our new Duck Connect for internship listings
    - Create an account on Internships.com
Internship options – Establishing your own internship

- List all the possible sites that your discussions have identified. Select those that appear to provide the training you are seeking.

- Investigate each location. Find out the names and positions of the decision-makers in that organization and whether there is a position that performs the tasks you want to learn.

- Call and make an appointment to talk about the possibility of completing an internship in the organization.
More Internship Search Resources

Further expand your internship search with the following resources:

- Books in Career Center Library, 220 Hendricks
- Professional associations
- Alumni from your department
- Local, regional and national organizations
- Check LinkedIn
- Alumni Association Chapters… see website
Tools of the Trade

- Create a great resume and cover letter.
  - If you need additional help, stop by the Career Center during advising appointment hours.
  - Or call 541 346 3235

- Polish your interviewing skills.
  - Participate in our Practice Interviews.
Maintain a record of organizations you applied to and when you applied to them so you can follow up with the employers.
Timing

- Start Early. Some summer internship programs have deadlines as early as November or December

- Avoid procrastination/get a buddy to encourage each other

- Do tasks in small increments

- Employers offer internships year round, but it is generally best to begin your internship search the term prior to your desired placement.
Preparation - Resume

- Your resume can make a good first impression and help employers understand who you are and what you've done.

- Make sure your resume is accurate, up-to-date, and reflects your personal achievements and goals.

- For assistance in writing or revising your resume, check with Career Center or use the online resources.
Preparation - *Interview*

- Why does this particular internship interest you?
- How does it relate to your college major, career plans, and other interests?
- How does your volunteer or work experience relate to this internship?
- What is your time availability?
Preparation - Interview

- What are your expectations of this internship in order for it to be a satisfying academic learning experience?

- What working styles are best for you? (e.g., collaborative/teamwork; autonomous/independent)

- What style of supervision is best for you? (e.g., in-depth; regular task-review meetings; minimal contact)
Preparation - Interview

- Take the interview seriously. Be on time. Be prepared.

- Collect your thoughts about your interests, skills, training, and experience. Keep a clear picture of yourself in your mind. Take a notebook for handy reference.

- Research the employer.

- Ask questions about the duties and responsibilities of the internship.
Preparation - *Interview*

- Clarify organizational goals, types of intern projects, and specifics about time, pay (if any), and commitment.

- Enthusiasm is appreciated but if you don’t feel sincere, this may not be the internship for you and a clue to look elsewhere.

- Discuss your interest in particular projects or tasks and let the interviewer know how they might benefit the organization.
Pause, reflect, and decide

- Which organization best fits your personal interest, abilities, and needs?
- How comfortable do you feel with the staff member for each position?
- How much responsibility will you have in each role?
- How well do the projects/assignments relate to your career or learning goals?
Pause, reflect, and decide

- Which internship will provide the most benefit? What can you learn and how will you know if you are learning it?

- What can you contribute to that internship?

- Think carefully about whether you want to work as an intern in a particular position and if you are able to take on the responsibilities of that role.
  - Once you accept, you have made a commitment and many people will depend on you to follow through.

- Let the supervisor know of your decision.
Experience – *Make the most of your internship*

- The people, events, and issues in your internship often comprise an unlimited curriculum of professional expertise.

- Be assertive and ask questions. Most people will appreciate your interest and understand that, as an intern, you are there to learn.

- Be open to the fact that you may want to add new or change goals as you go along.

- Watch for events or experiences that don't seem to fit in your academic or career goals, but have an important impact on your experience or open your eyes in some new way.
Celebrate your success!

- Congratulations!

- You have spent time as a self-directed, responsible intern, accomplishing tasks and responding to new challenges.

- Enjoy your success and share it with others.

- Be sure to include it on your resume.