



10 STEPS TO A SUCCESSFUL INTERNSHIP

1. IDENTIFY GOALS: WHY DO I WANT AN INTERNSHIP? TO...

GAIN REAL-WORLD EXPERIENCE? _____

GO TO A NEW PLACE? _____

NETWORK WITH POTENTIAL EMPLOYERS? _____

APPLY WHAT I'VE LEARNED? _____

FIGURE OUT WHAT INTERESTS ME? _____

HAVE A GOOD LEARNING EXPERIENCE? _____

MAKE MONEY? _____

TRY SOMETHING NEW? _____

WHAT ELSE? _____

2. EXAMINE MY OBLIGATIONS: WHAT ELSE DO I HAVE GOING ON?

FULL-TIME OR PART-TIME STUDENT? _____

RELIABLE TRANSPORTATION? _____

DO I HAVE A JOB? _____

SUMMER COURSES? _____

WHAT ARE MY FAMILY OBLIGATIONS? _____

WHAT MAJOR PLANS OR EVENTS ARE ON THE HORIZON? _____

3. DECIDE ON TIMING, LOCATION: BASED ON WHAT I WROTE ABOVE, WHAT'S OPTIMAL?

AMOUNT OF TIME: FULL-TIME FOR A FEW WEEKS / PART-TIME FOR A FEW MONTHS

TIME OF YEAR: SUMMER BREAK / WINTER BREAK / FALL SEMESTER / SPRING SEMESTER

LOCATION: NEAR HOME / REGIONAL / ANYWHERE IN U.S. / INTERNATIONAL

4. DECIDE ON DESIRED RESPONSIBILITIES: REVIEW MY GOALS AND SCHEME UP CORRESPONDING TASKS.

THINGS I'D LIKE TO DO:

THINGS I'D RATHER *NOT* DO:

5. MEET WITH MY ACADEMIC ADVISER: THE PERSON WITH THE PLAN.

A) DISCUSS MY CREDIT OPTIONS

B) DISCUSS HOW AN INTERNSHIP FITS MY ACADEMIC PLANS

C) DISCUSS SOME POTENTIAL INTERNSHIP SITES

D) LOCATE A FACULTY SPONSOR



6. BEGIN MY SEARCH: LOOK ONLINE, ASK CONTACTS

A) LOOK FOR EXISTING, ADVERTISED INTERNSHIPS. SIMILAR TO A JOB SEARCH, AN INTERNSHIP SEARCH REQUIRES TIME, EFFORT, AND CREATIVITY.

- CAMPUS CONTACTS SUCH AS THE CAREER DEVELOPMENT OFFICE, THE OFFICE OF EXPERIENTIAL LEARNING, AND THE OFFICE OF CONTINUING EDUCATION ARE REGULARLY IN TOUCH WITH REGIONAL AND NATIONAL EMPLOYERS. FACULTY ARE GREAT SOURCES OF INFORMATION, TOO.
- REGIONAL, NATIONAL, AND INTERNATIONAL COMPANIES LIST INTERNSHIP OPPORTUNITIES ON THEIR WEB SITES.
- MANY COMPANIES (SUCH AS DISNEY AND SMITHSONIAN) OFFER THE SAME INTERNSHIPS YEAR AFTER YEAR.
- SOME COLLEGES (SUCH AS JCC) MAKE THEIR ONLINE INTERNSHIP LISTINGS AVAILABLE TO THE PUBLIC.
- USE WEB SITES THAT ARE DEVOTED TO NOTHING BUT INTERNSHIPS (SUCH AS INTERNSHIPS.COM) AS A *ROUGH GUIDE*.

B) CREATE MY OWN INTERNSHIP PACKAGE. IF I KNOW WHAT SKILLS I WANT TO DEVELOP, WHAT SORT OF WORK I WANT TO DO, AND WHERE I'D LIKE TO COMPLETE AN INTERNSHIP, I SHOULD:

- GET FAMILIAR WITH THE ORGANIZATION AND TRY TO PINPOINT A FEW NEEDS THAT I COULD FILL.
- AFTER DETERMINING THE BEST POINT OF CONTACT, PROPOSE AN INTERNSHIP AS A WAY TO MEET NEED X, Y, OR Z.
- INCLUDE SPECIFIC INFORMATION ABOUT HOW MY SKILLS AND INTERESTS WILL LEAD TO A SUCCESSFUL PROJECT.

7. DEVELOP MY APPLICATION, RÉSUMÉ, & COVER LETTER

MAKE AN APPOINTMENT WITH CAREER DEVELOPMENT FOR ASSISTANCE AND ADVICE!

8. ACCEPT & DECLINE OFFERS; DRAW UP A WORK AND/OR LEARNING CONTRACT

- THANK EVERYONE, DECIDE ON AN INTERNSHIP SITE, AND SECURE THE POSITION.
- IF THE INTERNSHIP IS BEING COMPLETED FOR CREDIT, A LEARNING CONTRACT WILL BE PROVIDED BY MY FACULTY SPONSOR. OTHERWISE, I NEED TO BE MY OWN ADVOCATE AND ENSURE THAT EXPECTATIONS ARE ARTICULATED UP FRONT.

9. SCHEDULE REGULAR CHECK-INS WITH SUPERVISOR(S)

- DON'T MISS OUT ON VALUABLE FEEDBACK AND MENTORING FROM BOTH MY ON-SITE SUPERVISOR AND MY FACULTY SPONSOR, IF I HAVE ONE. IF I DON'T SEE MY SUPERVISOR AND/OR SPONSOR OFTEN, MAKE A REGULARLY OCCURRING APPOINTMENT, SUCH AS ONCE PER WEEK, TO SIT DOWN AND REVIEW MY PROGRESS.

10. KEEP A LOG OF MY DAILY ACTIVITIES AND REFLECTIONS

- A FACULTY SPONSOR MAY REQUIRE A DAILY LOG AND OTHER WORK. IT'S A GOOD IDEA TO KEEP TRACK OF:

WHAT I EXPECT THE EXPERIENCE WILL BE LIKE... WHAT I DO AND OBSERVE DURING INTERNSHIP ACTIVITIES...
HOW I FEEL ABOUT WHAT I DO AND OBSERVE... REFLECTIONS ON HOW MY UNDERSTANDING HAS CHANGED.