

Internship Search



**INDIANA UNIVERSITY
SOUTH BEND**

CAREER SERVICES OFFICE

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Career Services Office
Internship and Job Search
Strategies Handbook

Internship Search

Benefits of an Internship

Internships provide an opportunity to:

- ◆ Explore a potential career field
- ◆ Develop career related skills and abilities
- ◆ Expand existing knowledge
- ◆ Integrate classroom theory with real-life experiences
- ◆ Experience professional level challenges
- ◆ Improve your marketability upon graduation

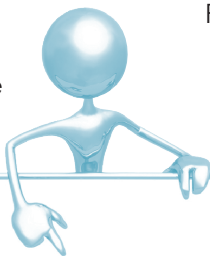
Paid vs. Non-paid

Paid

Some internships will be paid and others will not. The organization providing the internship determines whether or not an intern will be paid and further, if it is a stipend or hourly wage. This will vary depending on the employer and the industry. An internship may be unpaid because the employer may not have the financial resources to pay the intern or because the internship opportunity is in such high student demand.

Non-Paid

There are many valuable opportunities that provide experience which far outweighs financial compensation. By interning, you not only gain professional experience, you also gather insight into a particular industry or organizational culture, and establish connections that might lead to a job when you graduate. The internship experience may also help you determine if the field, industry or position is a good fit for you. It is much more time and cost effective to answer these questions prior to graduation.



An internship, broadly defined, consists of any meaningful work experience relevant to the student's academic major and career goals.

Eligibility Requirements

Typically the junior year is a good time to apply for and obtain an internship. You have much of your core course work completed and also have taken specialized classes in your major. Seniors also benefit from additional internship experiences. Occasionally, sophomores undertake internships. All students, however, should first consult with their academic advisors to decide when is the best time to begin an internship. All students are invited and encouraged to come to the Career Services Office (CSO) or to your major department to discuss long-range planning for internships.

Primary Intent:

Internship

Mutually Beneficial – meet organization's goals and your own professional and educational goals

Payoffs:

- Career related experience
- Exposure to new ideas
- Develop transferable skills
- Professional training
- Focused learning

Work/Job

Primary emphasis is upon meeting organizational goals and making money

Payoffs:

- Primary income
- Work history

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Credit vs. Non-Credit

As a student, you can do an internship for credit through an academic unit. Receiving academic credit for an internship is not a requirement in most degree programs, so the choice is yours. However, if you are not interested in receiving credit for your internship opportunity, it is important to work with the Career Services Office. The CSO can facilitate the experience, serve as campus liaison and offer student-to-student internship networking and support. If you are interested in receiving credit, you must contact the academic department internship advisor to determine eligibility, verify that the internship you are considering is credit worthy and obtain a faculty sponsor. Those students who will be receiving credit for internships must have a course number assigned to the internship, register and pay the per-credit hour fees for the internship.

Full-time vs. Part-time Internships

An internship experience can be any number of hours, depending on the time that you are able to give. It is important to find an opportunity that will fit your schedule and time constraints. An internship can take place any academic semester. Credit bearing internships will have a set number of hours to be worked in order to receive the pre-determined number of credit hours.

Preparing for An Internship

The following is a brief outline of the steps needed to find an internship. These details follow in the appropriate sections:

If you are interested in completing an internship, it is highly recommended that you set up an appointment with a Career Counselor in the Career Services Office.

Internship Process

1. Goal Setting

Analyze your skills and interests: examine academic and career goals. What kind of experience do you want? What are your education, career and personal goals? What are your personal beliefs/values/work ethic? What kind of organization are you looking for? What type of work environment do you prefer? How would you like to contribute? Define your limits – timetable for an internship (how long?, when to begin and end?, part-time or full-time?), geographical limitations, paid or unpaid.

2. Explore Academic Credit

Decide if you will do your internship for academic credit. If you do, follow the necessary steps to arrange for academic credit and talk to your academic advisor.

3. Seek and Find – Gathering Information

Gather information from the Career Services Office, academic departments and other places on potential employers and opportunities.

4. Narrowing Down – The Choices Get Smaller

Narrow down the organizations you want to pursue; making eliminations by organizations' requirements and personal considerations.

5. Choosing Your Targets

Select a manageable number of organizations, make inquiries, send résumés and cover letters, arrange interviews and visits, continue to research and eliminate based on each organization's capacity to provide the experience you want.

6. Applications and Interviews

Apply and wait; persist and follow-up.

7. Offers – Your Final Decision

Accept and reject offers.

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8. Finalize Arrangements

Make sure everything is in order.

9. Begin The Internship

Congratulations, have a terrific experience!

10. Evaluate the Experience

Take time to evaluate what you have learned and reflect on the experience.

Determining Your Career Goal

Before you decide what type of internship experience you seek, it is important to have a written career goal. This clearly defined career goal will help you determine what type of internship experience will support and help you to achieve this goal. Generally a career goal is based on your skills and interests, career possibilities and job trends.

First, ask yourself these questions:

- ◆ What type of work do I see myself doing?
- ◆ How do I want to spend my average work day one year from now? Five years from now?
- ◆ What size company is preferable?
- ◆ Do I want to work alone or with a group?
- ◆ Am I interested in working for profit or non-profit businesses or companies?
- ◆ What are the trends in industries as they relate to my career goals?

When you have the answers to these questions, you will have a written career goal that will state exactly what you would like to do once you graduate and enter the workforce.

Sample Career Goal

To work in the field of Information Technology with possible specialization in web development, programming and network administration. Finally, based on your career goal, write down what you want to gain from your internship experience and think about how that will help you achieve your goal.

- ◆ What types of skills would you like to use or gain?
- ◆ Are you working with cutting edge technology?
- ◆ Do you want an experience in a non-profit or profit environment?
- ◆ What size company do you want to pursue?
- ◆ Do you want to work with people or independently?

Sample Internship Goal

To secure an internship in the Information Technology department of a large company that will allow me to utilize my web development skills as well as enhance my programming language skills.



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Use the following to prepare your goals.

My Reflection

My Career Goal(s)

My Internship Goal(s)

Matching Goals with Internships

First, examine the goals you prepared to see if the skills and interests you seek can be met in an internship.

Next, consider the importance of matching yourself and each internship opportunity. Examine what skills, attributes, abilities and limitations you will bring to an internship which will enable you to attain your goals and be attractive and useful to the organization for which you want to work.

Think about what you have to offer. Even if you have had no formal work experience, you have acquired a number of skills:

- ◆ Research and writing skills from working on research papers
- ◆ Management skills from summer jobs
- ◆ Communication skills from classroom presentations and group projects
- ◆ Time management and organizational skills from studying and maintaining a busy schedule

These are transferable skills (writing, research and managing) that you could add to your list of personal offerings. Transferable skills are skills you have acquired while doing any activity in your life - jobs, classes, parenting, projects, hobbies, sports. They are applicable to what you want to do in your next job.

Analyze your everyday life for skills you may not have realized you possess. Be careful not to discard skills that appear useless. For example, a friendly attitude is useful in an internship that requires a lot of person-to-person contact (interpersonal skills). Sizing up your personal attributes is an important and necessary assignment. Start listing them and these lists will come in handy in everything from writing a résumé and preparing for interviews to evaluating your experience when you've finished the internship.

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Examples of transferable skills

- ◆ Critical and analytical thinking
- ◆ Problem solving
- ◆ Adept at change
- ◆ Written and oral communication
- ◆ Interpersonal skills
- ◆ Time management
- ◆ Organization
- ◆ Working independently and as a team member
- ◆ Customer service
- ◆ Reliability and trustworthiness
- ◆ Multitasking
- ◆ Detail-oriented
- ◆ Ability to meet deadlines
- ◆ Dynamic and outgoing
- ◆ Leadership

Locating Internship Opportunities

IU South Bend students can find internship opportunities the following ways:

- ◆ Internship resources available in the Career Services Office
- ◆ Personal contacts and other networking resources
- ◆ Internet listings
- ◆ Major department academic areas

Internship Resources

The resources available in the Career Services Office give students the opportunity to consider a wide range of possible internships. Also, internship openings are listed in various places on the Internet. The information listed below will give you several options as you begin your internship search.

Internship Listings

Here are the different ways internship opportunities are posted by IU South Bend.

IUSBCareers database of job and internship listings is located on the web at www.IUSBCareers.com. Students can log on and register to gain access. This database is updated daily.

Finally, internship opportunities are e-mailed to students through the student digest and our IUSBCareers database e-mail listing. Not all opportunities are e-mailed directly so don't rely solely on e-mail. We do try to send as many as possible.

Internet Resources

The information super highway is an incredible tool to make your search more productive. However, please remember the importance of personal contacts, follow up procedures, and face-to-face (or telephone) meetings. Several websites are listed to assist you in locating an internship of interest to you.

Please note: the listing in this booklet is not all inclusive. Also, the Career Services Office does not guarantee that information on the Internet is accurate. Please check carefully into all opportunities listed via the Internet to verify quality and accuracy of information.



Narrowing Down Your Choices

Now that you have discovered a large number and variety of possibilities for an internship, you need to begin reducing your list of good internships to a manageable number for further research. Start with several possibilities so that you have the luxury of picking the internship that is right for you. Sometimes it is easy to know which one this will be but here are some hints if the choice becomes tough.

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Go back to your reflection and goal setting page and take a look at how you answered the questions.

- ◆ What are your goals and how do these various internship possibilities relate to them?
- ◆ What are your personal preferences for the work environment and will the internship fit those preferences?
- ◆ Which internship is least likely to help you fulfill your objectives?

Organizations' requirements also help eliminate internship programs for you. Certain internships may be off limits because of your age, year in school, major field of study, or financial resources.

Gathering Information on Organizations

Research each organization on your list of possibilities to gather the information you need in order to pare down. The company or organization website is the best place to find the information you are looking for. If the particular company does not have a website, you can contact the organization directly for information or stop by the Career Services Office to see if there is information on file.

Details to consider include the following:

- ◆ Information on the organization
- ◆ How they would use you as an intern
- ◆ Financial and residency requirements
- ◆ Academic credit options
- ◆ Deadlines

It is recommended that you make an appointment with a Career Counselor in the Career Services Office and work with him/her to find out more about the organization and internship opportunities. The counselor can also work with you if a particular organization does not have an official internship program but you would like to intern with them.