

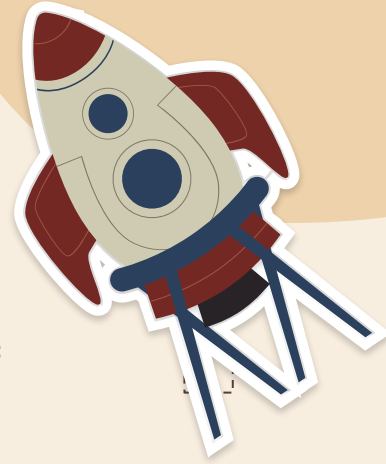
# An Introduction to Internships & Careers

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# What Is an Internship?

- Internships offer students the chance to earn academic credit.
- They provide experience in a professional environment.
- Internships help learners evaluate if a particular career path suits them.
- Students can make professional connections through internships, potentially leading to job offers.
- Even without a job offer, internships provide valuable professional training not available in traditional classrooms.



**THINK: If you were to pursue an internship, what would it be?**



# What Are the Benefits of an Internship?

01

## Industry Experience

Gaining industry experience and research skills.

02

## Test Out a Career Path

Students pursue internships to explore industries and test career alignment.

03

## Develop and Refine Critical Skills

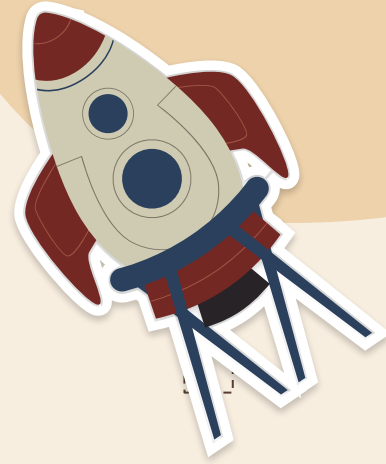
Internships provide opportunities to develop and refine industry-specific skills.

04

## Expand Your Professional Network

Internships foster collaboration, teamwork, and valuable professional networking opportunities.

# What are the different types of internships?




- Define the type of experience you want before applying for internships.
- Internship structures: paid/unpaid, semester-based/summer programs, some offer college credit.
- Hands-on training programs required for degrees are called practica.
- Short professional experiences focused on job shadowing are known as externships.
- Cooperative educational experiences (co-ops) typically span multiple years, combining class attendance and work with a partner company.








# Brainstorm (10 minutes)



Take a few moments to think about your interests, career goals, and the skills you want to develop. Consider the following questions:

- What industries or fields are you passionate about?
- What skills or knowledge do you hope to gain from an internship?
- Do you prefer hands-on experience, research, or administrative work?
- Are you looking for a paid or unpaid position?
- Would you prefer a semester-based, summer program, or a co-op?



Write down a list of potential internships that align with your interests and goals. Be as specific as possible (e.g., "marketing internship at a tech startup,"  "research assistant in a biology lab," "graphic design internship at an advertising agency").

# What to Consider When Searching for an Internship

01

## Internship Goals

Establish goals early to maximize internship benefits and opportunities.

02

## Degree and Career Paths

Consider degrees and career options when searching for internships.

03

## Time Commitment

Consider degree and career options when choosing internships for success.

04

## Compensation

Internships, paid or unpaid, should offer significant learning benefits.

# How to Find an Internship

## **Begin Early and Utilize Resources:**

- Start your search early and use various resources to find internships.

## **Use Your College's Career Center:**

- Career centers offer job counseling, application tips, and internship resources.
- Internships through career centers meet university standards and may offer academic credit.

## **Leverage Your Network:**

- Talk to friends, family, former employers, mentors, and coaches for leads and advice.
- University faculty and departmental administrators can provide guidance and connections.

## **Contact Local Companies or Businesses:**

- Local internships may save money on travel and housing.
- They offer opportunities to build professional relationships within your community.


## **Use Job Search Sites:**

- Job search sites help find internships by industry, location, and type.






## Discussion (15 minutes)




Pair up with a classmate and share your lists. Discuss the reasons behind your choices and any concerns or questions you have about pursuing these internships.



## Research (20 minutes)



Use online resources (company websites, internship databases, career services) to find real internship opportunities that match your interests. Note down important details such as application deadlines, required qualifications, and the nature of the internship.



# How to Get an Internship



# Apply Early and Widely

- **Apply Early and Broadly:**
  - Apply early to a variety of positions to increase chances.
- **Start Early:**
  - Begin your search even a year before the desired start date.
- **Find People Who've Done Internships:**
  - Reach out to instructors and students with internship experience for guidance.
- **Ask About Opportunities:**
  - Directly inquire about internship opportunities with organizations before applying.
- **Review and Revise Each Application:**
  - Ensure each application is polished; edit and proofread thoroughly.
- **Ask for Help:**
  - Seek assistance from professors to craft a compelling application.

# Strengthen Your Resume

## **Make It Professional:**

- Use a simple font face and regular font size.
- Ensure the resume is clean and organized.

## **Tailor the Resume to the Internship:**

- Include specific details that appeal to the company you're applying to.
- Avoid generic stock resumes.

## **Champion Yourself:**

- Highlight your biggest accomplishments and most impressive activities.
- Avoid modesty; showcase your strengths.

## **Be Unique:**

- Emphasize personal attributes and activities that distinguish you from others.
- Stand out among competitive internship applicants.

# Write a Unique Cover Letter

## **Make It Unique:**

- Create a tailored cover letter for each application.
- Avoid using a generic stock cover letter.

## **Know Your Audience:**

- Reflect the aesthetic and atmosphere of the potential employer in your cover letter.

## **Catch Their Eye:**

- Highlight unique attributes, skills, and experiences that set you apart from other candidates.

## **Be Confident:**

- Emphasize your attributes and skills.
- Clearly state how the opportunity benefits both you and the employer.

## **Revise:**

- Proofread and revise to eliminate grammatical and spelling errors.
- Ensure the cover letter is polished and professional.

# Build and Attach a Portfolio (if Needed)

## Have a Digital Portfolio:

- Show seriousness about the internship and provide easy access to your work.

## Highlight Your Best Work:

- Use the portfolio to showcase your most impressive projects.

## Include a Bio:

- Highlight your goals, skills, and interests as an individual.

## Include a Philosophy Statement:

- Explain your dedication to a specific field, profession, or industry.

## Awards and Honors:

- Include major awards and honors to stand out in the application process.

# Prepare for an Interview

## **Arrive on Time:**

- Show professionalism and respect by arriving punctually.

## **Do Your Research:**

- Understand the organization's history, services, and mission.

## **Be Professional:**

- Wear business-appropriate attire and communicate clearly and politely.

## **Ask Questions:**

- Prepare questions in advance to demonstrate interest and engagement.

## **Rehearse:**

- Practice responses to reduce nerves and improve performance.

**Thank you  
for your time!**

