WHY DO AN INTERNSHIP?
Internships can be defined as a work experience related to your academic interests or professional goals. Internships are a very important step in your career development process, allowing you to apply your classroom experience to the real world and explore different work settings you may be qualified for upon graduation. Internships provide the opportunity to determine your interest in various career fields and develop marketable skills. Internships are also advantageous in the job search process as many employers seek out students who have completed an internship experience.

THINGS TO CONSIDER
- Skills & experiences to develop
- Location
- Paid vs. unpaid
- Credit vs. no credit
- Dates/Quarter
- Housing

FINDING AN INTERNSHIP
Academic department
Internships are typically coordinated through academic departments. Be sure to visit your academic advisor or the appropriate internship coordinator within your major. These individuals can typically be found on the department's web site or by visiting your major's main office. Some majors and departments do not have a designated internship coordinator. The Career & Leadership Development Center is happy to supplement your internship search.

Bobcat CareerLink
Bobcat CareerLink is the Career & Leadership Development Center's online job posting resource. Students of any major may log on to view internship positions. Some internship positions will allow you to apply through the site and may be planning to interview through the On-Campus Recruiting program. You may also upload and publish your résumé into the résumé book to make it accessible to employers. Be sure to use the Bobcat CareerLink student help guide to learn how to navigate the system.

Career & Internship Fair
The Career & Leadership Development Center holds two annual Career & Internship Fairs, one in fall semester and one in spring semester. Employers do come to these career fairs to recruit interns. Be sure to take advantage of this opportunity. To learn more about the career and internship fair use the career fair etiquette handout and attend the Career Fair Preparation workshop that usually takes place the week before the Career & Internship Fair.

Seek out Internships on your own
Many organizations do not have formalized internship programs and some employers may be willing to work with you to create an internship opportunity. Take the time to get to know the area and industry you would like to gain experience in and make a list of organizations you are interested in. There are several resources that will help in this process such as Hoovers Online (available through the library), Yellow Pages, Google, etc. Utilize your network, i.e. friends, family, co-workers, etc. and tell everyone you know that you are looking for an internship.
THINGS TO DO BEFORE APPLYING

Prepare your résumé & cover letter
Utilize workshops and the résumé handout to develop your résumé and cover letter. Have your résumé and cover letter reviewed during walk-in hours at the Career & Leadership Development Center.

Develop your interviewing skills
Utilize the interviewing handout, Mock Interview Program and workshops.

MAKE THE MOST OF YOUR INTERNSHIP
It is important to make the most of your internship experience. As mentioned before, employers seek out graduates who have completed internships. To maximize your experience and develop skills that will benefit your job search:

• Take the time to get to know everyone you are working with
• Take initiative
• Meet with your supervisor regularly to discuss progress
• Be professional
• Ask questions
• Be positive and enthusiastic
• Find a mentor
• Reflect on your experience and accomplishments regularly

For more information, visit the Career & Leadership Development Center web site.
From the Major & Careers Section, click on Getting Experience.
From the Job Search section, click on the Job Search Resources tab.