

LANDING AN INTERNSHIP

What are Internships?

An internship is a paid or unpaid, short-term work experience in a professional field of your choice. It enables you to try out a field you have been considering or gain experience in an area that you want to pursue. The internship should provide you with a combination of training, supervision, and evaluation from the organization in which you work. Most Husson departments require an internship experience and to receive credit you must work with your department. Career Services and your departments can help you search for appropriate opportunities.

When do you do internships?

You can do internships during the summer anywhere or during the semester at an employer nearby. Departments may not allow you to do an internship until your junior year. Though, Career Services suggests doing internships or relevant work experience when you feel ready.

Why are internships important?

Employers seek students who can articulate why they want to work somewhere and how they know they will be satisfied doing the work. An internship is important in developing your self-awareness, strengthening your skills and abilities, and gaining a competitive edge in the market. Internships provide a great opportunity to:

- **Gain exposure to a field.**
- **Learn about your skills, interests, and values.**
- **Build your skills and your resume for full-time jobs.**
- **Expand your network of contacts and gain a professional reference.**
- **Develop insight into what skills and abilities employers want.**

- **Establishes evidence of initiative, reliability, communication and problem solving skills.**

Employer surveys have found that the most important skills and characteristics desired by employers are the following:

Most Desired Skills and Characteristics:

Interpersonal Skills
Teamwork Skills
Verbal Communication Skills
Analytical Skills
Writing Skills
Computer Skills
Leadership Skills
Ethics
Motivation/Initiative
Work Experience

Internships are the perfect way to develop these skills and hone your abilities.

How Career Services Can Help You Plan

Step 1: Learn about yourself. Determine how your interests, skills, values, and goals might fit in the work world. Career Services offers assessment tools that can help you with this process.

Step 2: Gain knowledge of different fields. Career Services can help you find resources about different career fields and the career paths they offer.

Step 3: Gain more knowledge from professionals in fields you are considering. Meet with Career Services to develop a list and learn effective ways to do informational interviews. Talking to people will give you more in-depth information on how to break into fields.

How Do You Find Internships?

Husson Postings: Career Services posts internships on the Husson Eagle Career Link. To register on this go to:
<http://www.collegecentral.com/husson> .

Internet Resources: At the end of this tip sheet you will find a list of good websites by area of interest to find internships.

Networking Connections: Career Services can help you determine your own connections or help you find Husson alumni or others with whom to connect. You never know what connection might help you land an internship.

How Do You Apply For Internships?

Career Services can help you with the entire process. Internships might have slightly different application processes to follow. The following steps can serve as a guide.

1. Identify several internships (3 or more).
2. Research each organization so that you are familiar with mission, strengths, and history.
3. Draft a resume and cover letter that we can help you with. Have your pieces critiqued by several people.
4. If possible, network with the organizations where you are applying. The more you learn, the more you can focus your application.
5. Be sure to follow and complete all the steps of the application process.
6. Be proactive in your search. Follow-up with a phone call within 10 days or two weeks of your application.
7. **Congrats!!! You have an interview.** Most employers do at least a phone interview, if not, face-to-face. To prepare for your interview work with Career Services and schedule a mock interview.

How Do You Make The Most Of Your Internship?

The following are some suggestions that will help you make your work experience more beneficial:

1. **Clerical work:** This will be part of all internships. Do it willingly. However, be proactive in asking for more significant work assignments.
2. **Network, Network.** Talk to as many people as possible in the organization to learn about the career path.
3. **Keep Samples Of Work:** Develop a portfolio of work samples, if they are not confidential.
4. **Journal about your experiences.** Doing this will enable to remember what you did on the job for your next job search.
5. **Develop a log of your tasks.** Create a table that shows what you did, how you did it, and the results.

Important Note: Work closely with your departmental advisor if you are doing a credit internship. Career Services and your department can help you find a great internship.



On-Line Internship Resources

General Websites: The following are websites that list internships in many different fields all over the country.

www.internweb.com

www.internsearch.com

www.internjobs.com

www.monster.com

www.getthatgig.com: Get That Gig is a creative website with many links to internships

International Internships: These are sites that might help you find work experience abroad. Note that many of the programs can cost a lot of money.

www.internabroad.com: general website that provides many options

www.culturalvistas.org: Worldwide experiences

www.ciee.org: Council for International Educational Exchange

www.aiesec.org: The largest study/work abroad organization

www.amscan.org: The American-Scandinavian Foundation

Non-Profit Internships:

www.idealists.org: The best website for internships and jobs in non-profits

Government and Policy Internships:

www.usajobs.gov/StudentsAndGrads: The federal government website recent college grads and current students interested in internships.

www.house.gov/content/educate/internships.php: Internships with the members of the House

www.senate.gov: Internships with the members of the Senate

<http://mcspolicycenter.umaine.edu/?q=MSGSSIP>: Maine State Government Internship

Outside the box summer jobs and internships:

www.coolworks.com: Summer jobs with ranches, camps, national parks, and hospitality

www.backdoorjobs.com: The "Backdoor Guide to Short-term Job Adventures"

Environmental Internships:

www.eco.org: The Environmental Careers Organization

www.ecojobs.com

Science and Technology Internships:

www.awis.org: Association for Women in Science

www.science.gov/internships: Science internships around the U.S.

www.nsf.gov/crssprgm/reu/reu_search.jsp: National Science Foundation Summer REU's (Research Experiences for Undergraduates)

www.bscp.org/internships.asp: Biomedical Sciences Career Program listing internships

Aggregators that help you find internships by searching many sites at once:

www.indeed.com

www.simplyhired.com

www.linkup.com



Check out this YouTube video on how to use Career Services in your internship search.



Check out this YouTube video on the importance of internships for your career.

Contact Career Services

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(Updated August 2015)