



Internships

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 majors at Husson require an internship experience.

WHEN DO YOU DO AN INTERNSHIP?

You can do internships during the summer or during the semester. It is common to do an internship in your junior year after you have had the chance to gain knowledge and experience through classes.

WHY ARE INTERNSHIPS IMPORTANT?

An internship is important in developing your self-awareness, strengthening your skills and abilities, and gaining a competitive edge in the market.

Internships allow you to:

- Gain exposure to a field of interest
- Learn about your skills, interests, and values.
- Build your skills and your résumé for full-time jobs.
- Expand your network of contacts and gain a professional reference.
- Develop insight into what skills and abilities employers want.
- Establish evidence of initiative, reliability, communication and problem solving skills.

MOST DESIRED SKILLS/CHARACTERISTICS THAT EMPLOYERS LOOK FOR

- Interpersonal Skills
- Teamwork Skills
- Communication Skills
- Analytical Skills
- Writing Skills
- Computer Skills
- Leadership Skills
- Ethics
- Motivation/Initiative



HOW CAREER SERVICES CAN HELP

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 on career paths.

Step 3: Network with 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, go to: www.collegecentral.com/husson

Internet Resources: (see list below).

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?

1. Identify several internships (3 or more).
2. Research each organization so that you are familiar with mission, strengths, and history.
3. Draft a résumé and cover letter 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. Work with Career Services to prepare for your interview(s).

MAKE THE MOST OF YOUR INTERNSHIP

- Do the clerical work that comes with any internship.
- Network! Talk to as many people as possible to learn about the career path.
- Keep samples of your work.
- Journal about your experience.
- Develop a log of your tasks.

Important note: Work closely with your advisor if you are doing an internship for credit.

Online Internship Resources

General Websites

- collegecentral.com/husson
- [linkedin.com](https://www.linkedin.com)
- internjobs.com
- internships.com
- liveandworkinmaine.com/internships
- glassdoor.com
- indeed.com

Environmental Internships

- eco.org
- ecojobs.com
- nps.gov/subjects/youthprograms/jobs-and-internships.htm

Government & Policy Internships

- usajobs.gov/studentsandgrads
- house.gov/educators-and-students/college-internships
- senate.gov/visiting/employment.htm
- mcspolicycenter.umaine.edu/for-students/maine-government-summer-internship-program/

Healthcare Internships

- hanleyleadership.org/leadership-courses/healthcare-leadership-internship/
- apha.org/professional-development/apha-internships-and-fellowships

International Internships

- aiesec.org
- amscan.org
- ciecee.org
- culturalvistas.org
- internabroad.com

Nonprofit Internships

- idealist.org

"Outside the Box" Internships

- coolworks.com
- backdoorjobs.com

Science and Technology Internships

- awis.org
- stemundergrads.science.gov/
- science.osti.gov/wdts/suli
- beta.nsf.gov/careers/job-types/students-and-recent-grads
- bscp.org/internships