

STEPS TO TAKE TOWARD AN INTERNSHIP

FIRST, THINK IT THROUGH

1. **Clarify your thoughts.** Ask yourself - What kinds of things do I want to do? What skills do I want to use or learn? What do I hope to accomplish with an internship? What kinds of work settings do I want to try out?
2. **Do your research.** Discuss your options with faculty. Talk to former interns. Start looking at companies and organizations that are appealing. Scour the Internet for ideas. Attend an internship workshop. Read internship information on our web site at: www.central.edu/career/internships/index.html
 - **Meeting with your advisor** is especially important. Discuss all the various options in regard to summer vs. semester internships, receiving credit, and finding a site.
3. **Come to the Career Center.** Talk with Karen Eilers, the Internship Director, about what you're looking for. You can pick up materials that will help you understand what's involved and get an idea about what's out there.

FIND INTERNSHIP OPPORTUNITIES

4. **Use your resources.**
 - **Faculty** members know a lot about their fields! Ask them about ideas, contacts, and sites used previously.
 - Talk with the **Career Center staff** about opportunities and ideas on how to apply.
 - **Internship websites.** The Career Center gives you access to lots of internship openings on CareerLink, our online listing system. Get started with CareerLink by going to: <http://www.central.edu/career/careerlink.html>

Or...create your own internship! It happens all the time. Remember, almost any company or institution can benefit from an intern. Brainstorm about the internship you really want – the career center staff can help you find ways to make it a reality.

APPLY & PREPARE

5. **Prepare application materials.** The processes and deadlines are different for each site. **Sites can have vastly different timelines** for their internships, so look early and double check. You may want to call ahead of time to express your interest and to get specific instructions. Applications for internships normally involve at least a résumé, cover letter, and a list of references. However, application requirements vary. Career Center staff can help you at all stages in this process, including résumé and cover letter critiques.
6. **Apply.** Submit your materials as requested on time. Meeting your site's standards and deadlines is essential.
7. **Make follow-up contact.** If you've not been contacted in two weeks after sending your materials, call to reaffirm your interest and your availability to interview. Express interest assertively but patiently.

General Internship Timeline

1 year ahead – Talk to your advisor and make room in your academic plan. Brainstorm possible sites. Talk with Karen about your ideas.

1 semester ahead – Make a final decision for the following term. Decide where to apply. Check application deadlines.

2-3 months ahead – Contact your sites. Get your application materials ready. Apply and interview.

1 month ahead – Finalize the internship. Meet with your faculty member to set goals. If registering, complete your registration form and turn in.

8. **Interview.** Make sure you are able to discuss your objectives and expectations, why you chose this organization, how you can help them, and what you hope to gain from the experience. To practice or learn more about interviewing, contact Karen Eilers. Mock interviews are available. **Always send a thank-you note afterward.**
9. **Dig for details.** Once you have secured the internship, discuss with your site supervisor the organization's expectations of you and what you hope to accomplish. It is important that you clearly understand your responsibilities and the nature of the organization. If the organization is new to internships, make sure they know what you can contribute so they will use your skills purposefully.

INTERNSHIPS FOR ACADEMIC CREDIT

10. **Request supervision from a faculty member.** The faculty member is a key part of your internship! They supervise your experience by: approving the internship before you register, helping you develop learning goals, making a site visit, and evaluating your experience. When meeting with them, clarify what your assignments will be, how you will communicate with each other, when a site visit will take place, and how you will be evaluated.
11. **Develop learning goals.** This is a crucial portion of your internship experience. Consider what you plan to learn and accomplish in your work. Thinking this through ahead of time maximizes the learning you can gain from your experience. **Gain the approval of your faculty member on your goals** before turning in your registration form. You may need to revise them. Also discuss them with your site supervisor. You can find guidance on writing learning goals in the instructions for the internship registration form.
12. **Register for credit.** You may register for 1-6 credits per semester by submitting the internship registration form to the Central Service Center on the 2nd floor of Central Hall. The number of credits you seek should be in alignment with the number of hours you expect to work and the assignments given to you by your faculty member. Obtain the signatures of all the individuals listed on the form before turning it in. **The latest that registration forms are accepted is the drop/add deadline for the term you're registering for.**

GUIDELINES FOR CREDIT HOURS			
FALL & SPRING (14 WEEKS)		SUMMER (10 WEEKS)	
Credit Hours	Hours Per Week	Credit Hours	Hours Per Week
1	6-8	1	8-11
2	9-11	2	12-15
3	12-14	3	16-19
4	15-17	4	20-23
5	18-19	5	24-27
6	20 <	6	28 <

Academic Policies Regarding Internships

- Academic credit may not exceed six credits during a semester or summer without permission from the academic dean.
- A student may earn up to nine credits at the same internship site over a maximum of two terms, provided that there is significant change in the duties involved or in the level of responsibility.
- Students are allowed up to 20 semester hours of "experiential" credit, which includes various music groups for credit, practica on campus, student teaching, the required two x credits and internships.
- Internships are graded on a pass/no record basis and are recorded on students' transcripts.
- Students must register for internships prior to the start of work. No academic credit will be awarded after-the-fact for work already completed.

*"One must learn by doing the thing,
for, though you think you know it,
you have no certainty until you try."
Sophocles*