

Faculty Perspective on Internships

Start with understanding the purpose of the internship

Consider the three Ps – People, Place, and Position

Knowing where to look:

- Campus resources

- Faculty/Staff connections and contacts

- Alumni

- Friends, family, and peers

- Career Fairs/Events/Workshops

Tips for applications:

- Follow instructions

- Have someone review materials

Things to consider:

- Resume - correct length; no mistakes (such as typos, spelling, grammar); reflects who you are

- Difference between curriculum vita and resume

- Cover letter – 3 parts – opening, body, and closing

- Mock interviews – prepare and practice

- Follow ups – send thank you cards/emails; wait for offer; if offered internship opportunity, meet with faculty supervisor

Student Perspective on Internships

Networking

Start with family and friends

Attend Career Fairs

Apply, Apply, Apply

Talk to your professors

Tips for making the most of your internships:

1. Do as much as you can, internships are meant for learning
2. Make connections within your internship; it is all about Networking
3. If it isn't ideal, keep up the hard work, a good recommendation goes a long way

Follow up steps for after you internship

1. Email your boss thanking them for the opportunity and to stay in touch
2. Staying in touch can lead to, a good recommendation for a future job or applying to schools
3. Staying in touch can also lead to another internship

Career Paths

Opportunities

Take every opportunity, even if it's not exactly what you want or the timing might not seem ideal. If you can make it work, make it work.

Roadblocks

You will not agree with everyone, do not burn your bridges. Have a good attitude, nothing is permanent, keep focused, and keep learning.

Transferable skills

Everything you learn can help in any future jobs, the skills you gain in an internship are transferable, no matter what career path you finally choose.