

INTERNSHIP ORIENTATION

Fayetteville State University
Office of Career Services
230 School of Business and Economics

Internships are a proven way to:

- ▶ Clarify career choices
- ▶ Earn \$\$ to help with college expenses
- ▶ Network with professionals in your field
- ▶ Develop confidence in your field
- ▶ Improve your communication skills

What Will This Orientation Do For You?

- ▶ Provide a good overview of how the internship program works
- ▶ Highlight job search skills and give you specific strategies for finding an internship
- ▶ Explain academic credit possibilities
- ▶ Answer your questions

What is a Good Internship?

- ▶ Internships are work-learning arrangements and must be supervised, career-related work experiences combined with reflective, academic study that helps you “learn by doing”

Here are what we consider characteristics of a good internship:

- Supervised
- Goals set each semester
- Paid
- Relevant to your major
- Progressive

Why Pursue an Internship?

▶ *Personally*

- Boost your maturity and self-confidence; improve your human relations skills; prepare for life after graduation; enjoy a greater clarity about career decisions

▶ *Academically*

- Integrate classroom theory with real-life experiences; understand the relevance of your course work; increase your motivation to learn; use resources that are not available on campus; possibly get academic credit

▶ *Professionally*

- Explore a potential career field; develop career-related skills and abilities, including effective job search, résumé writing and interviewing techniques; establish a work history; observe professional people and behavior; build a network of professional contacts, potentially developing mentoring relationships; gain a competitive edge for employment or graduate school admission

▶ *Financially*

- Help cover college expenses

Why Do Employers Value Internships?

- ▶ Internship placements are proven, cost-effective methods to meet immediate and long-range human resource needs
- ▶ Internships & co-op placements are excellent ways to find new, energetic and skilled employees...The internship is a test period for both the employer and the student
- ▶ Intern students can perform well on some professional-level assignments, thus freeing career employees for more advanced responsibilities

- ▶ Participation in internships helps decrease the turnover of graduates employed in career positions
- ▶ Internships provide an excellent avenue for diversifying the workforce
- ▶ Internship programs foster ongoing, productive relationships between the university and employer

Program Requirements

Co-op

- ▶ A **co-op** is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. A co-op is a paid work experience in a professional setting. Students who do co-ops may work during the fall, spring, or summer terms.
- **Co-op Eligibility Requirements**
 - Student must be in good university standing
 - Student must have completed sophomore-level courses
 - Student must have a 2.5 minimum cumulative GPA and full-time student status
 - Students must check directly with their departments for specific minimum work periods

Internship

- ▶ An **internship** is any career-related work experience of limited duration that provides students an opportunity to gain experience before they graduate while earning credit hours. The student works in a professional setting under the supervision of at least one practicing professional. Positions may or may not be paid. Students who do internships may work during the fall, spring or summer terms.
 - **Internship Eligibility Requirements**
 - Student must be in good university standing
 - Student must have completed freshman-level courses
 - Student must have at least a 2.0 minimum cumulative GPA and full-time student status. School of Business and Economics students *must have* at least a 3.0 GPA or approval from a faculty member.
 - Student must check directly with their departments for specific minimum work periods
 - Register with the office of Career Services

Developing Your Résumé

- ▶ Employers want to see résumés of potential interns, so your first step is to develop your resume (or polish the one you already have).
- ▶ If you are serious about getting an internship, you need to attend a resume workshop.
- ▶ Review the Office of Career Services Calendar for Resume Workshops and contact the Office of Career Services for an appointment.

Developing Your Interviewing Skills

- ▶ Students are not assigned an internship; they competitively interview for them. To be competitive, you need to develop your interviewing skills.
- ▶ Participate in Interview skills Workshops and Mock Interviews with the Office of Career Services even if you have interviewed in the past.

Finding An Internship

- ▶ After developing your resume and having it critiqued by the Office of Career Services, upload it into the BRONCO CareerLink system, and begin polishing your interviewing skills. You are now ready to take the steps to find an internship.
 - At a minimum, you need to do the following:
 - Review our online internship listings
 - Let us know your internship and career interest

Reviewing Job Listings

- ▶ **Finding an internship can be challenging! Here are some job search strategies that might help**
 - **Review the internship listings on the Career Services web site**
 - **If you see a listing you are interested in (and you meet their qualifications), submit your resume for consideration or follow the instructions posted**
 - **You are responsible for reviewing the listings and letting us know which ones you are interested in.**

Talk to Us

- ▶ If you have an idea of a company you want to intern with or hear of an opening, let us know...If we don't have a contact with that company, we'll try and develop one
- ▶ We can't know of every opportunity; working together we can find more possibilities

Being Proactive in the Internship Search

- ▶ Finding an internship is a team effort between our office and you
 - While we are developing and posting internships you might be interested in, you can be proactive in your internship search by following these steps:

Know what you want to do

- ▶ The first step in any job or internship search is to know what you want to do. One reason for doing an internship is to get a better idea of what you want to do; however, you need to at least have a general idea of the type of work you want to do.
- If you don't know what you want to do with your major, we recommend making an appointment with The Office of Career Services and in reviewing the online resources on our webpage like "What Can I do with this Major?"

Find and research potential employers

- ▶ **Once you know the type of work you want to do, you need to know where to look for employment opportunities. Here are some ideas of places to research potential employers:**
 - **Office of Career Services**
 - **Libraries**
 - **News Media**
 - **The Yellow Pages**
 - **Special Interest Groups**
 - **Networking**

Networking

- ▶ *The most effective way to find an internship is through networking.*
 - Networking is an informal method of making contacts with people and organizations and letting these people and organizations know you are looking for an internship.
 - Start with family, friends, Career Services Staff, other students and faculty. Give them a copy of your résumé and tell them the type of internship you are looking for
 - Ask if they know of other people you should talk with about internships

Informational Interviews

- ▶ Informational interviewing is simply talking to people about their jobs. You are an information seeker instead of a job seeker.
- ▶ These types of interviews can lead to information on internships, not to mention valuable career information

Using the Internet

- ▶ The internet can be a valuable tool for finding an internship; however, it shouldn't be all you do to find an internship.
 - Remember, *networking is the single most effective job search technique*. The internet should supplement your internship search, not be your internship search.

Writing Job Search Letters

- ▶ As you find different internship opportunities, you want to send your résumé and cover letter to apply.
 - Our résumé workshop will give you the tools to write a strong résumé and cover letter.

Staying Organized and Following Through

- ▶ If you are serious about the internship search, you need to contact a lot of employers. You also need to keep track of application deadlines and follow-through with each one.
- ▶ Nothing will eliminate you from consideration faster than promising to follow-up with an employer than failing to do so.
 - Develop a master list of employers you are interested in
 - Keep track of contacts made, deadlines, and follow-through needed for each employer

Academic Credit

- ▶ Departments have various policies regarding internship credit, and not all internship opportunities are eligible for credit
 - Once you have obtained your internship (and before you start), contact your advisor and go over all the details/requirements of your particular department

Internship Ethical Considerations

- ▶ Provide accurate information about academic work & records
- ▶ Interview genuinely
- ▶ Adhere to schedules
- ▶ Don't keep employers hanging
- ▶ Accept positions in good faith
- ▶ Withdraw professionally from the job search when you have accepted another position

Completing the Online Orientation

In order to complete the online orientation and start the internship search process through our office you must:

- Call (910) 672-1647 and set up a 15 minute appointment to review the orientation information with Mrs. Osborn.
- As you work through the process of applying and searching for an internship, please don't hesitate to let us know how we can help.

Office of Career Services, 230 School of Business and Economics

Ms. Helene A. Cameron, *Director of Career Services and Business Manager for the Division of Student Affairs*

Mrs. Daisy Osborn, *Career Counselor for Internships and Alumni*
dosborn@uncfsu.edu or 910-672-1647

Lastly.

We live in a global economy and an ever changing world. Be open to internship experiences outside of Cumberland County.

Being flexible and mobile will increase the type of opportunities that are available to you.