Quick FAQS about Internships

- **Question:** What is an internship exactly?
  - **Answer:** A job for a present college student or recent graduate

- **Question:** How long is an internship?
  - **Answer:** 3 months to 1 year

- **Question:** How do I apply?
  - **Answer:** If advertised, follow directions. Send resume, application form, phone call if necessary

- **Question:** What will I do?
  - **Answer:** Duties vary – some will be routine, some will be exciting & a great learning experience

- **Question:** Will I be paid?
  - **Answer:** Some internships pay, some don’t. Pay could be an hourly wage, a stipend or reimbursement for some expenses. If pay is an issue, know the details before accepting. Keep in mind, will this be a good experience for me?

**Definition:**
- A working/learning experience for individuals who wish to develop hands on work experience in a certain occupational field.
- Most internships are temporary assignments that last approximately three months up to a year.

**Top 5 Reasons to Intern**
1. You get to experiment! Real world experience helps you make more educated career choices.
   - Explore careers in different fields or different areas within an industry
2. A great way to test the waters
3. You’ll be more competitive when applying for jobs
   - Employers like it when you have hands-on experience
   - Interns develop skills and demonstrate them to an employer
     - Directly related to your field or transferable
     - Employers want to know what you can do for them and are especially interested if you have already done it for someone else.
4. Connect the classroom to the “real world”
   - Apply theories that you have learned in class
   - Bring internship work experiences back to the classroom
   - Develop an appreciation or realization of how academics translate to the world or work
5. Networking! Develop professional contacts in the field.
   - Talk to people who do the job you want to do
   - Find out from them, where the jobs are, where the industry is going, what’s new, what’s cutting edge
   - People who know and like you are willing to share information, pass along tips about jobs, introduce you to other in the industry, etc.
6. Get your foot in the door – Increase your chance of future employment with the company/organization
   • Many employers use internships as a screening process
   • Some hire almost exclusively from their internship pool

According to NACE’s 2011 Internship & Co-op Survey:
   • 39.1% (average) of employers’ entry-level hires from the class of 2010 came from their own internship programs.
   • Responding organizations converted, on average, 57.7% of their interns into full-time hires. (the highest since ’01).

When Should You Do an Internship?
   • Most employers like their interns to be at least at the sophomore level
   • Internships are available year-round
     o Some employers only hire in summer
     o Some hire fall, spring, summer – most will match up with college terms

When to Start Looking and Applying
   • Plan ahead
     o The more competitive or high-profile internships have early deadlines
       ▪ For a summer internship, possibly as early as Oct/Nov.
   • Start your search 6-9 months out.
     o 6-9 months out –
     o Talk to teachers
     o Meet with Career Development Center Rep
     o Talk to your department’s I’ship coordinator
     o Search the web; Use Saluki Recruiting (Career Development Center)
     o Use books such as the Internship Bible, Professional Journals, company or agency websites
     o Find out what companies are coming to campus

Job Fairs * On-campus interviews * Information Sessions
   • Get your resume in shape
   • Get your portfolio in shape (if applicable)
   • Make a list of places/businesses of interest
     o Rank the top 5, 2nd choices, etc.
   • Start sending out your resume 6-9 months out to your top sites
   • Make calls to companies/agencies of interest if you can’t find information about an internship
     o Sometimes you can design your own internship!
   • If you haven’t heard anything within a month, follow-up by phone or email.
   • 4 months out –
     o If your top choices have not responded or given you some positive feedback – move on.
     o Be sure to follow-up with places you have sent your resume
       ▪ Ask about their deadlines, interviewing schedules, when they will make decisions