

THINKING ABOUT GETTING AN INTERNSHIP?

An internship is a great way to acquire “real-world” experience in a professional setting. You can learn new skills, network with career professionals, add work experience to your résumé, and possibly get a “foot in the door” with an organization you are interested in working for. An internship has countless benefits and can make you a more marketable candidate to employers. If you are thinking about doing an internship, here are some questions to consider and a checklist to help you with your internship search.

QUESTIONS TO CONSIDER:

Do you need an internship to fulfill a requirement for your major?

Does your academic department require you to complete an internship? The departments that require an internship are: *Business Administration, Sport & Leisure Management, Communication, Criminology minor.* Each department has specific guidelines for internship requirements! Please see your academic department for details on how to fulfill your internship requirement for your major.

Do you know when you can do an internship?

If you need to complete an internship before you graduate and do not have time to complete one during the academic school year, keep in mind that you only have one summer before your senior year. Many students use this summer to complete an internship. Also, many employers prefer students to have junior or senior standing. Make sure you allow time for an internship during your last two years in college. Plan ahead and start looking early! The rule is to start looking at the beginning of the semester prior to the semester you plan on interning. For example, if you want to do an internship in the spring, start looking in the beginning of your fall semester prior to that spring.

Do you know where you want to do an internship?

“I want to do an internship in the _____ area.” Do you need to be close to campus? Want to be near home (during the summer?) Are you open to experiencing a different place? Want to be in a location where you hope to land a full-time position?

Do you know what specific career field you are looking to do an internship in?

“I am looking for an internship in _____.” Even if you don’t know what kind of work you want to do, an internship is a GREAT way to help you determine what you like or don’t like about a particular career.


Do you know what kind of organization you want to intern with?

You may not have a preference, but you may want to consider size, working environment, clientele, services provided, etc.

INTERNSHIP SEARCH WEBSITES:

Experience: http://eastern.experience.com/er/security/login.jsp	Internhere: www.internhere.com (Hartford/Springfield/surrounding area)	Career Services website: http://www.easternct.edu/career
The Riley Guide: www.rileyguide.com/intern.html	Idealist.org: www.idealist.org Excellent internships w/ nonprofits	Career Builder Campus (Career Rookie): www.cbcampus.com
WetFeet Internship Programs- http://www.wetfeet.com/Undergrad/Internships.aspx	One Day One Internship: www.onedayoneinternship.com/	MonsterTrak: www.monstertrak.com/
College Grad’s Top Intern Employers http://www.collegegrad.com/topemployers/2010_interns.php	Internship Ratings: www.internshipratings.com/	Indeed: www.indeed.com
JobHunt.org: http://www.job-hunt.org/interns.shtml	InternWeb: http://www.internweb.com/	Get That Gig: www.getthatgig.com

THE INTERNSHIP SEARCH CHECKLIST:

- Do you know anyone in your career field of interest? If so, who are they?**
Have you networked with them to discuss possible internship opportunities? You may send an introductory letter or give them a call if they are a close acquaintance. Ask Career Services for guidance on how to network.
- Have you made an appointment with your advisor or a faculty member in your department to discuss a) internship opportunities and b) the requirements for getting credit for an internship?**
Many departments have a listing of internship sites where students have previously interned. Ask for any paperwork you need to fill out to receive credit and how many hours you will need for your internship. You can also ask if there is anyone you should specifically talk to regarding internships since many departments have an internship contact person within the department.
- Are you registered on  experience? (<http://eastern.experience.com>)**
Have you looked on Eastern's Experience Network for internships? Have you searched for "all" internships in addition to your specified search?
- Have you utilized the Career Services Resource Library in the J. Eugene Smith Library?**
Located on the 2nd Floor of the J. Eugene Smith Library is the Career Services Resource Library. It has over 650 books including books about internships such as *The Vault Guide to Top Internships*, *The Internship Bible*, *National Internships Guide*, *The Best 109 Internships*, *Ferguson Career Resource Guide to Internships and Summer Jobs*.
- Have you checked online internship resources?**
Have you utilized Career Services' internship webpage with recommended internship search links? Check them out on www.easternct.edu/career.
- Have you checked out www.internships.com ?**
Click on STUDENTS > Find "Eastern Connecticut State University" > enter promo code: *warriors*
- Have you researched employers in your field/location of interest?**
Searching for employers in a specific industry or location can help you find internship opportunities. Career Services subscribes to *ReferenceUSA* and [our website](#) includes helpful links for employer research. [Under Online Resources on our main menu, click on Useful Career Websites, and then Employer Research.](#) Company websites are a great research tool and may have internship information (usually under Careers, Jobs, Human Resources, or About Us). You can always call the Human Resources department and inquire about internship opportunities.
- Have you attended career fairs to inquire about potential internship opportunities?**
The Office of Career Services supports area and regional career fairs. To view surrounding fairs, go to our website: <http://www.easternct.edu/career/careerfairs.htm>
- Have you checked out professional/student organizations related to your field of interest?**
Consider joining student organizations to connect with employment & internship opportunities. Ex: American Marketing Association, Association of Information Technology Professionals (AITP) etc. Also, many professional organizations have websites with job & internship postings. There are a few different ways to find out which professional associations are affiliated with your area of interest/career field:
 - Visit the [Occupational Outlook Handbook](#), search for a specific job title, then scroll all the way to the bottom or click on SOURCES OF ADDITIONAL INFORMATION
 - Sign into Discover: <http://www.easternct.edu/career/webresources/discover.html> and get help with future career planning.

