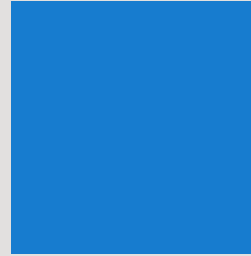
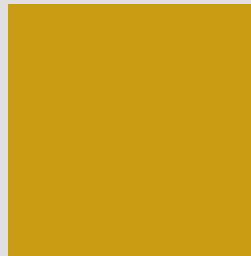
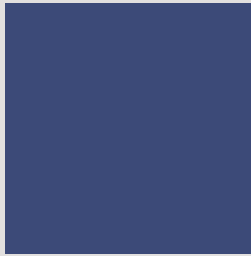
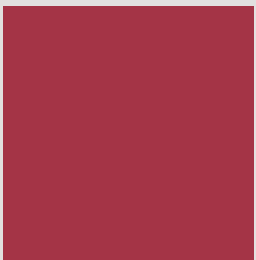


Internship Guide

J. Eugene Smith Library, 1st Floor

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www.easternct.edu/career/



EASTERN CONNECTICUT STATE UNIVERSITY
The Office of Career Success
A Division of Academic Affairs

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Do I Need an Internship?

Yes!
(Kind of...)

- Our office encourages every student at Eastern to take part in at least 1 internship experience as part of their undergraduate studies.
- You are **REQUIRED** to complete an internship if you are in one of the following majors:
 - Business Administration
 - Business Information Systems
 - Communication
 - Criminology
 - Economics
 - Finance
 - Health Sciences—Public Health Concentration
 - Labor Relations and Human Resource Management
 - Music—Music Leadership and Industry Concentration
 - Political Science (or a Study Abroad opportunity)
 - Sport and Leisure Management
 - Women's and Gender Studies

Alternatives

- There are other experiences you can consider that will help build your resume if an internship isn't required of you:
 - Study Abroad or Global Field Courses
 - National Student Exchange
 - Volunteer Activities through the Center for Community Engagement
 - Research Assistantships

Types of Internships

Academic Credit

- In general, these are unpaid professional experiences allowing you to explore an area of interest for academic credit.
- These experiences tend to be more flexible in terms of the number of hours per week and can be completed while also taking classes; generally, 10-15 hours per week for a full semester.
- **Internships for academic credit must be approved by the academic department associated with your major.**
- You may need to complete an internship class in the same semester as your internship experience.
- To receive credit, you may have to have earned a minimum number of credits at Eastern and may need to meet a GPA requirement.
- **For all these reasons and more, it is extremely important to meet with and discuss your internship process with your faculty advisor!**

Co-Op

- A Co-Op is a paid internship experience generally requiring up to 40 hours of work per week.
- This pre-professional experience allows you to fully understand the ways of the workforce in your chosen field of study.
- You can register your Co-Op with the Center for Internships and Career Development for *Administrative Credit* (different from academic credit) and official documentation on your transcript.
- By registering your Co-Op with the CICD you will maintain full-time status with the university while you take time away from classes to complete your experience. (Contact our office for more details)
- For approval purposes, you must have completed 30 credit hours, have a CGPA of at least 2.0 and not have any outstanding financial obligations to the University.
- Only in limited circumstances will a paid Co-Op be approved to fulfill a required academic internship, and this must be approved by your academic department.

Benefits of an Internship

- Gain new skills through hands-on application of core competencies.
- Try out a field of interest to see if you wish to pursue it further as a career option.
- Work alongside professionals in the field and grow your network.
- Grow your resume through documenting your experience and skills used/acquired.

When To Complete?

- We encourage students to complete internships as soon as you qualify. The earlier you gain insight into your career choice, the more informed and prepared you will be to enter the work force.
- Internships can be completed in the Fall, Spring or Summer semesters. NOTE: If you complete an internship for academic credit in the summer, you will be assessed a tuition fee.

Paperwork?

- Yes! There is specific paperwork you need to complete for your internship or co-op experience.
- Please check with the academic department that houses your major for the necessary forms for your internship for credit.
- You may also need to keep a log of your hours, maintain a journal, or write a summary paper for your internship for academic credit.
- You can access the paperwork to register your paid co-op on our website at <https://www.easternct.edu/career/internship-and-job-search-resources/co-op-registration-materials.html>

The Search Process

Start Early!

- Start looking for your internships at least the semester before you hope to complete your experience.
- We recommend initiating the process at least 2 semesters ahead of time, as many employers have early deadlines for applications, especially for paid summer internships.

Check Requirements

- In the previous section we discussed some of the requirements you need to be aware of.
- Be sure to schedule an appointment with your faculty advisor (or the internship coordinator if your major has one) to discuss all the requirements you need to fulfill and any paperwork you need to complete.

Where to Look

- On-line is a good place to start. Explore the listings in Eastern Career Network (ECN), use your social media accounts to identify opportunities (LinkedIn, Facebook, Twitter, Instagram, etc.) and on-line posting sites, like indeed, zip recruiter, Chegg Internships, and Glassdoor to name a few.
- Career & Internship Fairs; Eastern hosts multiple fairs each year, both fall and spring semesters.
- Your network--- family, friends, professors, mentors, coaches, advisors. You never know who has a connection you may need.
- Visit company websites for organizations you would like to intern for, review their postings.

Apply!

- Make sure you have had your resume reviewed by the Office of Career Success.
- Start sending out applications specifically written for the internship you identify—personalization of your application shows your interest.
- Keep record of the internships you have applied to.

The Interview Process

Do Your Homework

- Never go into an interview unprepared!
 - Spend time on the company website and have a solid understanding of who they are and what they do.
 - Check out their social media sites to see what's new and how they are involved in their community.

Self-Assess

- Make a list of your strengths and how they will help you be successful in fulfilling the requirements of the internship.
- Know your weakness and give examples of action you are taking to address them.
- Why did you apply for this internship experience, or to this company? Why do you want to work for them?
-

Preparation

- A simple Google search will yield “commonly asked interview questions”; be prepared to answer them.
- Complete a practice interview. The OCS staff will gladly assist you with your preparation.
- Be sure to have a professional outfit to wear to the interview.
- Have a list of 2 or 3 questions to ask of your interviewer.

Offered & Accepted

Respond!

- You may be pursuing multiple internship opportunities, and that's fine. However, when you receive an internship offer, be sure to respond to the employer in a timely fashion.
- It's okay to ask for some time to consider the offer, usually 24-48 hours is reasonable.
- Never burn a bridge; if you decide to decline, do so professionally. Some day you may apply for another role at the same company.

Starting Your Internship

- Be professional and make a positive first impression. Arrive early and stay late if you can.
- Do your job well. Be thorough and timely in completing your work and pay attention to details.
- Ask question when you are unsure.
- Be likeable—get to know your co-workers, be a good team member, share ideas and go with the flow.
- Soak everything in. This is a learning experience, take as much from the experience as you can!

Ending Your Internship

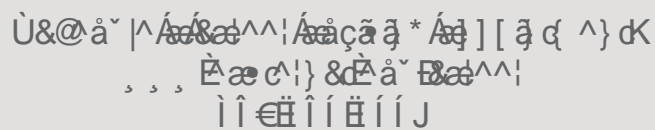
- All good things come to an end. Be sure to say good-bye to your colleagues and exchange contact information.
- If not a part of the process, request an exit interview with your supervisor to discuss your strengths and weaknesses.
- As your internship wraps up, try and grab lunch or a cup of coffee with key people in the company:
 - Supervisor
 - Fellow interns
 - Person in the job you want
 - Person in the job that intrigues you
 - A member of the executive team—President, CEO, CFO, COO, etc.
- Update your resume! You just had a great experience.
- Stay in touch with your contacts.

How To Connect With Us



Visit our Career Studio in the J. Eugene Smith Library, 1st Floor

View studio hours online at www.easternct.edu/career



Office of Career Success



Eastern Connecticut State University Alumni and Students



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