WHAT ARE THE BENEFITS?

- Receive on-the-job training
- Develop professional skills
- Establish a network of contacts
- Earn academic credit
- Apply classroom theory to practice
- Make informed career decisions
- Enhance your resume

Completing an internship is one of the most important things you can do in your college career.

In the 2011 survey from the National Association of Colleges and Employers, you can see the benefits:

- 40% of 2011-2012 new college hires come from an organizations’ own internship and co-op program
- 61.2% of employers made full-time offers to their interns
- $7,000 more; is what new graduates can earn in their first position by gaining internship experience
WHAT IS AN INTERNSHIP?
An internship is a structured work-based learning experience, within an approved organization, for which a student can earn academic credit. This experience may be paid or unpaid, based on the program.

- A minimum of 150 hours of work is required for students in a credit-bearing internship. Some programs require additional credit hours requiring more onsite hours.
- A credit-bearing internship is a 12 or 15 week semester course which requires tuition payment.

WHAT IS THE INTERNSHIP PROCESS?

Step 1: Work with Career Services to identify an internship site and to effectively market yourself. Career Services will assist you with conducting a strategic internship search, creating a targeted resume, and polishing your interviewing skills.

Step 2: Attend an Internship Workshop to identify internship requirements.

Step 3: Meet with your Academic Advisor to determine internship eligibility.

Step 4: Complete the internship approval and paperwork process with your Regional Employment & Internship Manager (REIM).

APPLICATION DEADLINES
Submit all paperwork, interview, and be accepted for the internship by the following dates:

- Fall Semester: August 1
- Winter Semester: December 1
- Spring/Summer Semester: April 1

INTERNSHIP CONSIDERATIONS
Finding an internship is similar to the process for obtaining employment. You will need to consider the following:

- What experience do I want to gain from an internship?
- Where would I like to do an internship?
- How can I arrange my schedule to allow time for a successful internship experience?