

# Quick Reference Guide: Internships

1. Get focused on your career goals. Talk with an Academic Counselor and/or a Career Services Specialist at The Career Center.
2. Get your resume ready. If you need help, attend the Resumes That Get Results Workshop. Be sure to have your resume reviewed by a Career Center Career Services Specialist before applying!
3. Think about timing. Internships can start at any point during the year, and they often last for about a semester (15-16 weeks). Start date, duration, number of hours worked per week, and pay rate are usually negotiated between employers and interns, with help from a Career Center Employee Relations Specialist or faculty member.
4. Decide if you want to earn academic credit for your internship. Some employers require this in order for you to participate. You can learn more about earning academic credit from an internship by scheduling an appointment with a Career Services Specialist.
5. Meet with your Career Services Specialist regularly. Update him/her on your progress locating openings, applying, interviewing, networking, etc. They are here to help you succeed!
6. Find opportunities and apply! Finding the right internship takes time and effort. You should start looking 6 months to 1 year before you plan to start your internship. Visit websites, network with alumni, attend Career Expos and other employment events.
7. Get ready to interview. A resume will only get you so far. Attend the Ace That Interview workshop, practice answering questions and schedule a mock interview with a Career Services Specialist.
8. Prepare to negotiate an offer. Lots of things are negotiable. Do you feel comfortable negotiating a pay rate and your work hours? If not, ask a Career Service Specialist for advice.
9. Once you've accepted an offer, take yourself off the market. It is unethical to accept an offer then quit in favor of another offer, just like it would be unethical for an employer to hire you, and then fire you when they found someone they like better.
10. Notify your Career Services Specialist. Let them know you've accepted an offer. They can assist you with getting registered for academic credit.