

# ALL ABOUT INTERNSHIPS

***“A recent study found internships were more important than grades or technical skills in landing jobs...interns are increasingly well paid and given challenging assignments as employers try to lure the best students into job commitments before graduation.”*** (USA Today)

## What is an internship?

Internships are opportunities to work directly in a career field that interests you. Many organizations sponsor formal internships and make them available through academic departments and Career Services.

Internships vary according to responsibilities, work time involved, and compensation. Standard internships usually require 10-15 hours weekly during the semester, and 10-40 hours per week in the summer. Many internships are voluntary (i.e., unpaid). Salaries for paid internships are typically on an hourly basis, while others involve a one-time payment or “stipend.”

Students interested in acquiring academic credit for an internship should meet with their department faculty to determine if internship classes and credit are available.

## Why complete one?

Internships are valuable, regardless of financial compensation. Internships allow you to learn firsthand about a career field, occupation, or organization. Internships help you increase your experience as you look toward entering a given career field. Internships also build your network of contacts for learning about job openings, other organizations, and the professional climate within a city. In addition, many organizations use internships as a means of identifying full-time job candidates. If you excel in your internship, there is a possibility you will be offered a position with that organization upon graduation.

## Where might I find one?

Here are some resources to start your search:

- Apply for internships on ToreroLink, USD Career Services’ online job and internship site: See the handout entitled “ToreroLink” for registration and application instructions.
- Attend the USD Internship Fair held each fall. Visit Career Services’ website for details and participating organizations.
- Review Career Services’ Internship Binders in Hughes 110.
- Speak with the Internship Coordinator in your major.
- Talk to friends, family, past employers, and professors.
- Search the Internet (see sample internship websites on the reverse side).

## Finding an internship on your own

Many students find internships by contacting employers directly, either by phone, email, or in person. Contacting an employer directly displays your willingness to take the initiative in your internship search. Employers generally respect this in candidates. Faculty, family, friends, and USD Career Services counselors may suggest people for you to contact. Employer websites, and print and online company directories are excellent resources. You should develop a short phone script to quickly explain your interests when calling employers. If you plan to seek academic credit for your internship, be prepared to explain your academic department’s requirements to the employer. Your persistence and enthusiasm are two of the most important personal qualities you can demonstrate by contacting an employer directly.

### **How do I apply?**

Apply according to the organization's instructions – online, in writing, or in person. Prepare a resume and cover letter that address the needs the employer has for the internship. Be sure to focus on how you could contribute to their organization.

A few days after you have sent your materials, contact the organization to follow up. Be ready to discuss the following: your interest in the internship, your availability to interview, your availability to start the internship, your available hours, and your knowledge of the organization.

### **What if problems arise?**

Talk with your supervisor or departmental internship coordinator to see if the situation can be rectified. Internships should benefit you and the employer.

## **Sample Internship Links**

### **Federal Government**

[www.studentjobs.gov/](http://www.studentjobs.gov/)

### **Local, State & Federal Government**

[www.studentjobs.gov/d\\_internship.asp](http://www.studentjobs.gov/d_internship.asp)

### **Intern Source**

[www.internsource.org/](http://www.internsource.org/)

### **Intern Web**

[www.internweb.com/](http://www.internweb.com/)

### **Wetfeet**

<http://wetfeet.internshipprograms.com>

### **Science**

[www.scied.science.doe.gov/scied/erulf/choose.html](http://www.scied.science.doe.gov/scied/erulf/choose.html)

### **Internships Abroad**

[www.cie.uci.edu/iop/internsh.html](http://www.cie.uci.edu/iop/internsh.html)

### **Newspaper Newsroom**

[www.asne.org/index.cfm?id=3749](http://www.asne.org/index.cfm?id=3749)

### **Princeton Review**

[www.princetonreview.com/cte/search/internshipAdvSearch.asp](http://www.princetonreview.com/cte/search/internshipAdvSearch.asp)

### **Rising Star Internships**

[www.rsinternships.com/](http://www.rsinternships.com/)

### **Social Service**

[www.idealists.org](http://www.idealists.org)

### **Student Conservation Association**

[www.theSCA.org/](http://www.theSCA.org/)

### **Vault**

[www.vault.com/graddegree/internships/internshipsearchform.jsp](http://www.vault.com/graddegree/internships/internshipsearchform.jsp)

### **The Washington Center for Internships & Academic Seminars**

[www.twc.edu/](http://www.twc.edu/)

### ***Please Note:***

The **USD Career Services Website** contains many more web-based internship sites.

- Visit: [www.sandiego.edu/careers](http://www.sandiego.edu/careers)
- Select “*Students*” on the left-hand column
- Click on “*Online Resources*”
- Scroll to the bottom and click on “*Internship Sites*”