



# Student Information Page



# Resources Available to Students for Internship Development

## **Center for Applied Learning**

- The advisor will assist you with establishing alumni and company contacts. NOTE: Although you are ultimately responsible for researching and securing your own internship, the advisor is your personal resource from start to finish if you have any questions or are experiencing difficulties locating an internship site, negotiating a position, or completing the Internship Proposal.

## **Academic Faculty**

- Ask faculty members about contacts they might have with established internship programs or organizations and companies interested in establishing a program. They may know of alumni who will set up an internship program.

## **Networking**

- Networking has long been the single most effective method of job searching. Use the same technique when searching for an internship site. Networking is simply using every personal contact you have. These contacts include former employers, relatives, neighbors, or friends who may know of, or be employed by organizations, which may have an established internship program or could be persuaded to start a program.

*NOTE:* Students are not permitted to develop internships where they would be working under the direct supervision of, or in close proximity to a member of their immediate family or a close relative; unless there are extenuating circumstances and the faculty sponsor, site supervisor, and advisor are all aware of the situation.

# Resources Available to Students for Internship Development

## Informational Interviews

- Informational interviews give you the opportunity to learn about other people's jobs, their path of getting there, and if they have any advice for students looking to go into their field. The Career Services Office has a list of questions to prompt these interviews. The interviews are informal but should still be taken as professional. Doing these interviews also puts you in the interviewees mind for future internships.
- Student Success: We had a student who did five informational interviews over a winter break. She ended up with offers from four of the five locations for an internship. One person even offered to be her mentor as she progressed in her career.

## Popular Sites

We can help you facilitate many different internship opportunities but here are some of the most popular sites students have gone to.

- Canton Potsdam Hospital
- SUNY Potsdam
- Double H Ranch Camp
- Disney College Program
- Centene
- Global Experiences

# Applying for an Internship

- After obtaining the name of a contact person within the organization, you should send a letter of inquiry and a resume indicating your desire to be considered for an internship.
- It is best to apply to at least six organizations. Be sure to tailor your resume and cover letter to each internship.
- Follow up about a week later with a phone call to inquire if your materials were received and to discuss details about the internship and or arrange an interview if necessary.
- Occasionally an employer asks that an administrator from the college verify a student's request for an internship or provide additional information on the internship program. The advisor will support a student's effort to locate an internship in any way possible. Please stop by or make an appointment.

## The Interview

- Once you have identified several internship possibilities, you may be ready to set up interviews with site supervisors. If granted an interview, confirm the date and time and ask for specific directions to the office.
- Before the interview, prepare. If you are not comfortable with interviewing – which is not uncommon for most people – a staff member will help you rehearse using mock interviews. These rehearsals are the most effective method of easing pre-interview jitters.

## Select a Faculty Sponsor

- It is the responsibility of the student to recruit a faculty sponsor. You are required to have a sponsor within the department from which you will receive academic credit. This person does not have to be your advisor. Bring all information regarding the internship with you to the prospective faculty sponsor. Make sure to discuss the Internship Proposal (see below) so you both know what the sponsor will expect for your learning objectives and all other requirements.

## Internship Proposal

- Outlines what you intend to learn and accomplish during your internship.
- Acts as a contract between you, your internship site supervisor, and SUNY Potsdam. It details mutual intentions and expectations.
- Specifies educational and work-related expectations as well as outlining criteria and techniques for mid-term evaluation and grading at the internship's conclusion.
- Provides a reference against which progress can be measured.
- Represents a description of learning goals and specific strategies for achieving those goals. You are not an employee or a "free agent." In return for your experiential opportunity, you carry out agreed upon activities and projects. You are negotiating what you want to learn, what the supervisor needs done, and what your faculty sponsor wants you to demonstrate you have learned.

# Internship Proposal Continued

- Faculty sponsors will require you to undertake learning activities that will supplement or enhance the on-site work. You should work together to develop the specific assignments and duties. You may be required to have supplemental readings, write a paper and/or keep a journal of your work. Be sure your faculty advisor states up front what percentage of your grade each assignment will be worth.
- Learning Objectives describe what you intend to learn through your internship. Be specific about the skills and knowledge you are looking to improve and obtain. Are you also seeking to test a career interest and your own stability in a particular field? You should consult with the faculty sponsor to outline objectives for the internship. These should be specific, measurable statements of what you hope to accomplish at the internship.
  - ~ Example: To develop skills in teaching within a multi-aged classroom using cooperative learning techniques.
  - ~ Example: To gain knowledge about how computers are used in the banking industry.
  - ~ Example: To develop counseling and interpersonal skills through the conducting of interviews with clients.



# Make Sure You Know

- Exactly what is required and expected of you by the internship site.
- What academic assignments will be expected of you by your faculty sponsor in order for you to receive a final grade.
- To who you will report at the work site if you should be injured, and whether or not your insurance covers such injuries.
- What the dress code of the organization is so you dress appropriately.
- To act professionally. Your co-workers will be depending on you and will expect you to adhere to the same rules and regulations as other employees.
- If you cannot make it into the office, make certain that you phone your supervisor and explain your circumstance,
- Ask if there is any information you may review to learn more about the organization.
- Know workers compensation laws and your legal rights as an intern.
- Keep a note pad handy to write down important information and assignments.
- Display enthusiasm for the internship position and remember that the more dedicated you are to a position, the more recognized you will be.
- Get to know other employees and become familiar with their work functions.

# Checklist for Arranging an Internship

\_\_\_\_\_ Research internship opportunities. Review the resources available to you for finding an internship. Write down contacts and addresses that interest you.

\_\_\_\_\_ Prepare a resume and cover letter to apply for the internships you selected.

\_\_\_\_\_ Apply for the internship by sending your letter and resume.

\_\_\_\_\_ Set up and complete an interview with the prospective internship supervisor.

\_\_\_\_\_ Seek a faculty sponsor in the department giving credit for the internship once you have been accepted by an organization. This does not have to be your academic advisor.

\_\_\_\_\_ Complete the Internship Proposal.

\_\_\_\_\_ Submit the completed Internship Proposal by reporting the internship for credit on BearTracker.

\_\_\_\_\_ Complete the Internship Site Evaluation. This gives you the opportunity to express your feelings regarding your internship site. This will help Career Services advise students in the future with internships.