

Student Internship Guide

Internships are an integral part of a Clarkson University (UGC) education. They bring a great deal of value and meaning to both students and employers. This internship guide is designed to help students understand what an internship is, the value it brings, the internship requirement at Clarkson University, and how to search and plan for a meaningful internship experience.

What is an internship?

An internship is a real-world application of concepts and theories that students have learned in the classroom. It involves students providing meaningful work in a career field that is directly related to their major and/or area of career interest. Internships occur either during a school semester or over the summer, and their length may vary depending on the internship and/or organization. They can be credit bearing or non-credit bearing. At Clarkson University internships are non-credit bearing.

What are the advantages for students to participate in an internship?

Here are some advantages for students:

- Many internships result in direct offers of employment. A survey by Internship.com, a popular internship website, revealed that 69% of employers (with 100 or more employees) surveyed made full time job offers to their interns. Additionally, among those employers who said they hired their interns, 85% felt doing so led to a positive experience.
- Even if an internship does not result in a job offer, it gives students practical experience in an area of interest. This experience can be used to market students, through their resume, to other interested employers. It sharpens a student's competitive edge, as students with internship experience are frequently favored by employers over other candidates lacking this experience.
- Internships provide a setting where students can link theory from the classroom to practice in a real-world environment. They foster the development of applied skills, knowledge and competencies, and help students make the transition from "the classroom to the boardroom."

- In an internship, students can establish a network of professional contacts, mentors and references. An expansion of these networks, and tapping into the knowledge and wisdom of professionals in the field, can help serve as a springboard in finding a job and advancing a career.
- Internships allow students to explore and investigate careers with professionals in a field of interest to them. The opportunity to “try out a job” can help students learn more about areas of interest and disinterest, and thus lead to more informed career decisions.

What are the advantages for employers to participate in an internship?

Here are some advantages for employers:

- Internships provide employers with the opportunity to teach, influence and prepare future employees and business leaders for their careers. In turn, they help develop a stronger workforce prepared to meet the ever-changing needs of today’s business.
- Internships allow employers to recruit and train a ready pool of new workers who can complete needed tasks and special projects in a fiscally prudent manner. They are an economical way of getting normal business done, as well as taking on new projects that other employees simply may not have time for.
- Internships are a great way for new supervisors, or employees in need of supervisory experience, to get that experience with interns. So internships are not only a training ground for interns, but for new and/or aspiring supervisors as well.
- Internships provide an opportunity for employers to give direct feedback to educators about the relevancy of curriculum and the overall preparedness of students to enter the workforce. In turn, this feedback can be used by educators to align classroom training with the needs of business.
- Internships are not only “try out” experiences for students; employers use these experiences to assess an intern’s level of interest and skill. This will allow employers an opportunity to evaluate an intern and, if appropriate, consider them for full and/or part-time opportunities at the end of the internship. Employers thus have more information, beyond an interview, to hire quality workers.

What is Clarkson University’s requirement for internships?

As a graduation requirement, full-time, matriculated MBA Degree Program students (including JD/MBA, PharmD/MBA and the accelerated BA or BS and MBA program students) of the Capital Region Campus are required to complete a minimum of 400 hours of meaningful employment in a business environment. These 400 hours can be completed at one internship site, or at multiple internship sites.

There is a formal process, including the completion of required paperwork, which must be followed. For more information about this process and requirement contact Clarkson University Career Center at career@clarkson.edu.

How can I find an internship?

Finding an internship in a competitive job market takes time and effort. The internship process starts with clearly identifying a position of interest, and then developing a customized resume that serves as an effective marketing document. The resume is often the first impression, and you seldom get a second chance to make a first impression.

So get your resume critiqued by Clarkson University Career Center at career@clarkson.edu.

Then check out our “Job Search” and “Networking Strategies” handouts for strategies you can employ in finding an internship. They provide you with a variety of strategies that are useful in a job search, including the search for meaningful internships.

You may also want to check out these websites that we’ve compiled as a resource for you:

Internship-Specific Search Sites

Internships can provide valuable experiences in applying academic learning in a real-world environment. Use these sites to search for traditional and non-traditional internships on the local, national and global level. Some sites also provide useful information and resources regarding the overall internship experience.

- After College (Search for National Internships and Entry Level Jobs)
www.aftercollege.com/
- Campus Career Center (Search for National/Global Internships and Jobs)
www.campuscareercenter.com/students/jobsearch.asp
- Capital Region Career Consortium (Search for local and national internships and jobs)
www.collegecentral.com/crcs/
- Experience (Search for National Internships and Entry-Level Jobs)
www.experience.com/entry-level-jobs/
- Externs (Search for Virtual Internships)
<http://www.externships.com/>
- Fortune 500 Employers (Internships and Jobs by Rank)
www.job-hunt.org/employers/Fortune-500/rank-index.shtml

- Fortune 500 Employers (Internships and Jobs by State)
www.job-hunt.org/employers/Fortune-500/by-state/Fortune-500-byStateIndex.shtml
- Get That Gig (Search for National Internships and Jobs)
www.getthatgig.com/
- Go Abroad – Intern Abroad (Search for Global Internships)
www.goabroad.com/intern-abroad
- Idealist (Search for Internships and Jobs with Non-Profit and Community Organizations)
www.idealist.org/
- iHipo (Search for National/Global Internships and Jobs)
<http://www.ihipo.com/>
- Intern Inc. (Search for National/Global Internships)
www.interninc.com/
- Intern Jobs (Search for National/Global Internships and Entry Level Jobs)
www.internjobs.com/
- Internship KING (Search for National Internships)
www.internshipking.com//
- Intern Match (Search for National Internships)
www.internmatch.com/
- Internship Finder (Search for National Internships)
www.internshipfinder.com/
- Internship Programs (Search for National Internships)
www.internshipprograms.com/
- Internships.com (Search for National Internships)
www.internships.com/
- Internships Down Under (Search for Internships in Australia and New Zealand)
www.internshipsdownunder.com/
- Intern Station (Search for National/Global Internships)
www.internstation.com/
- Intern Web (Search for National/Global Internships)
www.internweb.com/
- Job-Hunt (Resource Links for Entry Level, Internship and Seasonal Jobs)

www.job-hunt.org/interns.shtml

- **New** New York Leaders Student Internship Program (Search for internships in New York State Government)
<http://nysinternships.com/nnyl/intern.cfm>
- One Day – One Internship (Search for National Internships)
www.onedayoneinternship.com/
- Spring Tern (Search for Volunteer Project-Based Work)
<http://springtern.com/>
- Stakeholders (Search for Volunteer Opportunities in the Capital Region)
http://stakeholders.force.com/HOC_Affiliate_Home_Page
- Summer Internships (Search for National and Global Internships)
www.summerinternships.com/
- Clarkson University KnightLink <http://www.clarkson.edu/knightlink>
- Urban Interns (Search for National Internships, Part-Time Job and Freelance Positions)
www.urbaninterns.com/
- Vault (Search for National Internships and Jobs)
<http://jobs.vault.com/JobSeeker/Jobs.aspx>

General Job Search Sites

Internships are jobs, so the following sites may provide you with some additional information and resources for your search.

International Job Search

- Goin Global
www.goinglobal.com/en/

Job and Career Fairs

- Job Fair Success
www.collegegrad.com/jobsearch/Job-Fair-Success

Job Listing Sites

- Job Banks and Career Search Engines
www.rileyguide.com/multiple.html
- Meta Job Search Engine – Career Jet

www.careerjet.com/

- Meta Job Search Engine – Indeed
www.indeed.com
- Meta Job Search Engine – Link Up
www.linkup.com
- Meta Job Search Engine – Simply Hired
www.simplyhired.com
- Sites with Job Listings
www.rileyguide.com/jobs.html

Managing Your Job Search

- Managing Personal and Professional Relationships
www.jibberjobber.com/

Networking - General

- Key Career Networking Resources for Job Seekers
www.quintcareers.com/networking_resources.html
- Networking Advice
www.rileyguide.com/nettips.html

Networking – Online (General Information)

- Social Media and the Job Search
www.job-hunt.org/social-networking/social-media.shtml
- Tools for Networking on the Internet – Quintessential Careers
www.quintcareers.com/Internet_networking_sources.html

Networking – Online (Facebook)

- 12 Ways to Use Facebook Professionally
<http://gigaom.com/2007/07/24/12-ways-to-use-facebook-professionally/>
- Facebook and Your Job Search
www.job-hunt.org/social-networking/facebook-job-search.shtml

Networking – Online (LinkedIn)

- The New Networking: Ultimate LinkedIn Guide for 2012 Grads
www.onlinecolleges.net/2012/05/07/the-new-networking-ultimate-linkedin-guide-for-2012-grads/

- 100 Smart Ways to Use LinkedIn
www.linkedinintelligence.com/smart-ways-to-use-linkedin/
- 20 Ways to Use LinkedIn Productively
<http://webworkerdaily.com/2007/06/15/20-ways-to-use-linkedin-productively/>

Networking – Online (Twitter)

- Twitter and Your Career
www.job-hunt.org/executive-job-search/twitter-job-search.shtml

Newspaper Help Wanted Advertisements

- United States Newspapers
www.50states.com/news

Online Job Applications/Employment Kiosks

- Using Employment Kiosks and Online Job Applications
www.rileyguide.com/kiosk.html

Online Yellow Pages

- 411.com
www.411.com

Note: Websites/online resources that have been chosen for this list are not meant as an endorsement of the site or information on it. They have simply been identified as potential resources for your internship search. You should closely review the information on each site to determine appropriateness and relevancy to your specific situation.

Where can I find out more about internships?

The following are a variety of articles regarding internships – everything from your internship search, to interviewing for an internship, to successfully managing your internship, and much more.

Get That Internship – And Excel In It (Tutorial)

www.quintcareers.com/internship_tutorial/

40+ Ways to Find the Right Internship

www.internmatch.com/guides/40-ways-to-find-the-right-internship

How to Find Your Ideal Internship

www.quintcareers.com/finding_ideal_internship.html

How to Know if a Company Offers Internships

www.onedayoneinternship.com/blog/does-insert-company-name-offer-internships/

Internship Reviews and Rankings

www.vault.com/rankings-reviews/internship-rankings.aspx

Anticipating Internships Before They're Posted

www.onedayoneinternship.com/blog/internship-searching-the-wayne-gretzky-way/

How to Apply to Internships Online and Not Get Lost in Space

www.internmatch.com/guides/how-to-apply-to-internships-online-and-not-get-lost-in-space

Use a Blog to Apply for an Internship

www.internmatch.com/guides/use-a-blog-to-apply-for-an-internship

Finding an Internship at the Last Minute

www.onedayoneinternship.com/blog/how-to-find-a-last-minute-summer-internship/

Avoiding Internship Scams

www.onedayoneinternship.com/blog/internship-searching-the-wayne-gretzky-way/

Lay the Groundwork Now for Your MBA Internship

www.quintcareers.com/MBA_internships.html

Interview Resources for Internships

www.experience.com/entry-level-jobs/internships/interview-resources-for-internships/

Top 40 Internship Interview Questions

www.internmatch.com/guides/top-40-internship-interview-questions

Become a Super Intern

<http://www.internshipprograms.com/>

Making the Most of Your Internship(s)

www.quintcareers.com/internship_success.html

Turning Your Internship into a Job

www.quintcareers.com/turning_internship_to_job.html

Converting Your Internship Into a Full-Time Job

<http://www.job-hunt.org/guides/Job-Hunt-Internship-to-Job.pdf>

Internship Do's and Don'ts

www.quintcareers.com/internship-dos-donts.html

Capital Region Campus • Lewis & Colleen Golub Career Center
career@clarkson.edu • graduate.clarkson.edu

INTERNSHIP PLANNING GUIDE

Name:

Degree Program or Major:

Types of Position(s) of Interest for an Internship:

Potential Geographical Location(s) of Internship:

Desired Industries/Companies/Organizations of Interest:

Desired Time of Internship (e.g. Fall, Winter, Spring or Summer):

Plan of Action/Strategies: