Internship Information

The National Society for Experiential Education defines an internship as “a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience.”

Willamette’s Program Description (details at: www.willamette.edu/cla/intern/description.html)

**Insight Internship:** (.5) Placement is in an office, agency or with an individual in a career position in which the student believes he or she might have a career interest. The program is open to second semester freshmen and selected sophomores – approx. 6-8 hrs. per wk. (see site for details)

**Major Program Internship:** (1 or 2) Placement is in an office, agency or with an individual related to the student’s academic major. Priority will be given to students with junior and senior academic standing – approx. 10-12 hrs. per wk. (see site for details)

**Professional Internship:** (1 or 2) Placement is in an office, agency or with an individual in a position engaged in a profession of definite career interest to the student. Senior or graduate standing is required – 15-18 hrs. per wk. (see site for details)

**Benefits of an Internship Experience:**
- An increase in marketability
- Opportunity to learn if the industry is a right fit for you
- To learn and observe company culture
- Opportunity to evaluate & compare your skills & abilities
- To increase your networking structure and nurture reference writers
- Opportunity to learn the challenges & key issues of the profession
- Increase your decision-making and critical thinking skills
- To continue to build your confidence and self-esteem
- An opportunity to apply what you have learned in the classroom

**How and Where to Begin Your Search**

**Step # 1 – First Determine:**
- Why do you want to do an internship?
- What do you want out of the experience?
- What types of organizations or industries interest you?
- Where do you want to be geographically?
- When do you want to do an internship (during the school year, or summer)?
- Are you able to consider unpaid as well as paid?
- Do you need or want academic credit?
Step # 2 – Preparations:

- Plan ahead, begin your search early
- Prepare a Resume & Cover Letter
- Develop a “30 to 60 second commercial” or “elevator speech”
- Research potential internship possibilities (before applying)
- Be proactive, don’t sit & wait, search out companies
- Use your Networking resources – look beyond the usual
- Find the correct contact information
- Have your references “lined up”

Step # 3 - Locate Positions Via:

- Career Services Office
  Resource Library notebooks
  CareerTalk Listserv
  Career Services website links
  First Avenue Career & Graduate School Fair
  Honor Roll online
- Alumni Career Network
- Academic Departments
- Networking Resources (family, friends, faculty, past employers, etc.)
- Internship & Career Fairs (First Avenue Fair)
- Company & Organization websites
- Internship Websites
  Internships.com
  CareerCenter.org
- Books & Directories
- Cold Contacts

Step # 4 – Take Action:

- Apply
- Follow up
- Prepare for Interview
  Know what you have to offer – transferable skills
  Know how much time you will have to give to an internship
  Identify other logistical issues – transportation, classes, housing
  Be flexible
- Write “thank yous”