

Preparing For An Internship

Florida Southern College Career Center

An internship will allow you to test your career objectives.

- It can help you identify your talents.
- Direct you towards an appropriate career.
- Acquire essential practical and professional skills needed in the business world.

Gain valuable experience.

- Many employers look at the résumé for internship work history.
- Experience will give you a competitive edge in today's job market.

Help you make contacts, get ideas, and learn about the field.

- You will be among people who have knowledge or access to opportunities of interest to you.

Apply theories learned in the classroom to a real world setting.

- Gain a better understanding of the many nuances of business operations.

Exposure to the human factors inherent in any workplace.

- This experience may help smooth your transition from classroom to workplace.

In many cases, an internship can lead to a job offer.

Locating Opportunities

Here are some suggestions for locating employers and internship opportunities.

- **Check with your academic adviser** to see if your department maintains listings of internship opportunities in your field of study.
- **Visit the career services office.** We have internship listings and may be able to help you locate other resources such as books, employer files, directories, and web sites.
- **Attend job fairs.** Employers often use fairs to identify students for internships or full-time employment.
- **Contact the Chamber of Commerce.** Obtain information about local employers in the city of interest.
- **Network.** Talk with friends, family, co-workers, supervisors, instructors and professionals in your field of study. Let them know you are searching for an internship. You never know who might be able to put you in contact with a person for an internship opportunity.
- **Design your own internship.** You may find a company of interest to you that doesn't have an internship program. Let the company know how you can benefit them and work together to design a list of responsibilities and activities for your internship.



Is an Internship for You?

Are you thinking about doing an internship, but not sure if it would be worth your time? An internship offers many benefits.....

Before setting out to find an internship, ask yourself these questions:

- *What type of work would I like to do? In what field?*
- *In what type of organization would I like to do an internship?*
- *What do I want to gain from an internship?*
- *What specific skills or experiences do I want to acquire?*
- *Where do I want to do an internship? My hometown? Out-of-state?*

How to Select an Internship

Research the internship before you accept it. Read as much as you can about the company and the job, and ask questions of your career counselor and the internship coordinator at the site.

Some questions you might ask are:

- Will I be doing work related to my field of study?
- How hands-on will it be?
- What types of projects have interns done in the past?
- May I speak to a former or current intern? (Ask them what they liked/didn't like.)
- What kind of supervision will I receive?



FSC Internship Checklist

Being proactive is essential to landing a worthwhile internship. Remember the staff of the FSC Career Center is here to help you!

Have you....

- _____ Signed up for **the Professional Development** class?
- _____ Stopped by the Career Center for a **résumé and cover letter critique**?
- _____ Participated in a **mock interview**?
- _____ Participated in a **Career Expo**?
- _____ Updated your **interview attire**?
- _____ Compiled and secured **references**?
- _____ Developed an internship **follow-up plan** (i.e. *thank you notes, follow-up calls, provided references*)?
- _____ Updated your **online appearance**?