

WTAMU Internship Orientation

You are smart for pursuing an internship. Internships are a proven way to:

- Clarify career choices
- Earn \$\$ for college expenses
- Network in your field
- Develop confidence in your field
- Improve your communication skills



Orientation Goals

- Provide a good overview of how the internship program works
- Provide a step-by-step guide for getting involved with our office
- Highlight job search skills and give you specific strategies for finding an internship
- Explain academic credit possibilities
- Different levels of involvement
- Answer your questions

The Role of the Internship Office

- To teach resume writing & interviewing skills
- To teach job search strategies
- To develop and post internship opportunities
- To assist academic departments in granting academic credit for internships (where applicable)
- To support students participating in internships

What is a Good Internship?

Internships are work-learning arrangements. They must be supervised, career-related work experiences combined with reflective, academic study that helps you “learn by doing”.

Here are what we consider characteristics of a good internship:

- Supervised
- Set goals each semester
- Paid
- Relevant to your major
- Progressive

Why Pursue an Internship?

What is in it for me?

Here are a few things students tell us:

Personally

Boost your maturity and self-confidence; improve your human relations skills; prepare for life after graduation; enjoy a greater clarity about career decisions

Academically

Integrate classroom theory with real-life experience; understand the relevance of your course work; increase your motivation to learn; use resources that are not available on campus; possibly get academic credit

Professionally

Explore a potential career field; develop career-related skills and abilities, including effective job search, resume writing and interviewing techniques; establish a work history; observe professional people and behavior; build a network of professional contacts, potentially developing mentoring relationships; gain a competitive edge for employment or graduate school admission

Financially

Help cover college expenses

Why Do Employers Value Internships?

- Internship placements are proven, cost-effective methods to meet immediate and long-range human resource needs
- Internships are excellent ways to find new, energetic and skilled employees. The internship is a test period for both the employer and the student
- Intern students can perform well on some professional-level assignments, thus freeing career employees for more advanced responsibilities
- Participation in internships helps decrease the turnover of graduates employed in career positions
- Internships provide an excellent avenue for diversifying the workforce
- Internship programs foster ongoing, productive relationships between the university and employer

Internship Program Requirements

- Sophomore or greater in classification
- A 2.5 or greater GPA (3.0 or greater if in grad school) in order to qualify for academic credit. Students with a lower GPA can participate; however, they will not be eligible for credit.
- A declared major and currently enrolled
- Employers may set other requirements above the minimum requirements for the program

Preparing for an Internship

Involvement in our program does not guarantee an internship; however, following these steps increases your chances of finding an internship.

- In addition to completing this orientation, **basic** involvement includes:
 - Developing your resume
 - Uploading your resume into the Career Services database
 - Providing our office a copy of your transcript
 - Developing your interviewing skills

Preparing for an Internship

Developing Your Resume

Employers want to see resumes of potential interns. If you are serious about getting an internship, attend a resume workshop to develop or polish your resume.

- **Workshop Schedule**

 - Tuesdays and Wednesdays - 11:30-12:30 p.m.

 - 1st & 3rd Mondays of each month - 5:30-6:30 p.m.

 - *All workshops held in the Student Success Center, CC 113

- The in-person workshop is best; however, an online version is available at:

 - http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx

- All resumes are reviewed and critiqued before being sent to employers

Preparing for an Internship

Upload Your Resume Into BuffJobs

BuffJobs is a free database which allows students to post their resume, apply for job & internship opportunities online, investigate upcoming job fairs, and find out which employers are coming on-campus to interview. Other benefits include:

- Employers have access to your resume, 24/7
- You are eligible to sign-up for on-campus interviews
 - You can use your file to find a full-time position as you get closer to graduation
- Your file stays active up until 1 year after you graduate



Register for a BuffJobs account and upload your resume at <http://www.wtamu.edu/student-support/cs-stu-buffjobs.aspx>

Preparing for an Internship

Bring Us Your Transcript

Sometimes employers like to see transcripts of potential interns.

- Copies of your transcript can be obtained from the registrar's office for no charge
- Upload a PDF or scanned version of your transcript to your BuffJobs account. Contact the Career Services staff if you need help with this process.

Preparing for an Internship

Developing Your Interviewing Skills

Students are not assigned an internship; they competitively interview for them. To be competitive, polish your interviewing skills. Our office offers these resources:

- **Online Interviewing Workshop-** Great resource to polish your skills at your convenience.
http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx#Interviewing
- **Career Services Mock Interviews-** Let us help you practice. Call 806-651-2345 to schedule a mock interview with one of our staff.
- **Mock Interview Program-** Held one night each month, students can sign up to practice interviewing with actual employers. Learn more at
<http://www.wtamu.edu/student-support/mock-interviews.aspx>
- **Online Interviewing Resource Material-** Check these out.
http://www.wtamu.edu/student-support/cs-stu-res_int_wkshp.aspx#Interviewing

Finding an Internship

Review the Job Listings

The first step to finding an internship is reviewing the job listings posted on the Career Services BuffJobs database.

- Go to <http://www.wtamu.edu/student-support/cs-stu-buffjobs.aspx>

BuffJobs is a free database which allows students to post their resume, apply for job & internship opportunities online, and find out which employers are coming on-campus to interview. Learn more about the database & register for a free account at http://wtcareer.wtamu.edu/cs/student/NACElink_splash.htm.

- If you see a listing you are interested in (and you meet the qualifications), apply through BuffJobs. Employers are encouraged to contact you directly if they are interested. If you have questions about a listing or are having trouble applying, contact a Career Services staff member.
- You are responsible for reviewing the listings and applying for positions you are interested in.

Finding an Internship

Proactive Steps You Can Take

Finding an internship is a team effort between our office and you.

While we develop and post internships, you can be proactive in your internship search by following these steps:

- Clarify your career choice
- Develop a top ten internships list
- Network
- Conduct informational interviews

Proactive Steps You Can Take

Clarify Your Career Choice

The first step in any internship is to know what you want to do. Granted, one purpose of an internship is to clarify your career interest, but you need at least a general direction to even get started. It's hard to find an internship when you don't know what you want to do.

For expert help in clarifying your career direction, make an appointment with our one of our career counselors.

➤ Learn more at:

<http://www.wtamu.edu/student-support/cs-stu-career-counseling.aspx>

➤ Call (806) 651-2345 to make an appointment

Other Resources

INTERNSHIP STUDENT HANDBOOK- Good information and ideas to better understand the skills you have to offer - <http://www.wtamu.edu/student-support/cs-stu-internship-forms.aspx>

MYPLAN- Robust online resources with in-depth occupational info (career assessments, what can I do with a major in ???, etc.)- <http://wtamu.myplan.com/>

Proactive Steps You Can Take

Develop a Top Ten List

“If you aim at nothing, you’ll hit is every time.”

Once you know the type of work you want to do, develop a list of potential targets you can approach.

Here are some ideas to find companies for your top ten list.

- **The WT Career Services Office-** Check out our job listings, and internship directories.
- **The Web-** We’ve listed our favorite internship search web sites at <http://www.wtamu.edu/student-support/cs-stu-job-search-internet.aspx>
- **The Library-** Make the reference librarian your friend!! They can connect with all kinds of good internship listings. Connect with the library online at <http://www.wtamu.edu/library/>
- **The News Media-** Watch the news and read the paper. As you learn about new businesses coming to town or employment trends, you may find job leads.
- **The Yellow Pages-** Obvious, but it may give you some ideas.
- **Networking-** More on this later in the presentation.

Proactive Steps You Can Take

Develop a Top Ten List (continued)

- A good form to keep your Top Ten list on is the “Internship Roadmap”. Access it at <http://www.wtamu.edu/student-support/cs-stu-internship-forms.aspx>
- Research the companies on your list to see if they are a good match. Good ideas for researching a company are online at <http://wtcareer.wtamu.edu/cs/student/how-to-research-an-org.htm>
- The best way to approach a company you’re interested in varies. Contact our office if you need ideas on approaching a company about an internship.

Proactive Steps You Can Take

Networking

The most effective way to find an internship is through networking. Networking is an informal method of making contacts with people and organizations and letting them know you're are looking for an internship.

- Start with family, friends, and faculty. Give them a copy of your resume and tell them the type of internship you are looking for.
- Ask if they know of other people you should talk with about internships.
- For more great ideas on networking, CCS has two excellent videos- "Tapping the Hidden Job Market" and "Networking From Scratch, A College Student's Guide to Building Contacts." Call (806) 651-2345 to make an appointment to watch the video.

Proactive Steps You Can Take

Informational Interviewing

Informational interviewing is simply talking to people about their jobs. You are an information seeker instead of a job seeker.

These types of interviews can lead to information on internships and valuable career information.

For all the details on conducting an informational interview, check out <http://wtcareer.wtamu.edu/cs/student/information-interviewing.htm>

Side Bar

Using the WWW

The internet is a valuable tool for finding internships; however, don't rely solely on this search method. Remember, **networking is the single most effective job search technique**. The internet should supplement your internship search, not be your internship search.

When you are not out meeting people and making connections, here is a list of some of our favorite internship search sites on the web

<http://www.wtamu.edu/student-support/cs-stu-job-search-internet.aspx>

If we can help you through the application process for any of the internships you find, please let us know.

Other Tips

- Stay organized & follow through
- Make sure your resume is top-notch
- Check the Career Services database regularly
- Participate in the Mock Interview Program
- Participate in [Career Fairs](#)
- Network, network, network
- Be patient & persistent

What If I Find My Own Internship?

If you find your own internship, contact us immediately. We'll work with your academic department and try to coordinate credit if possible.

If you're interested in credit, don't start your internship until you talk with our office. ***Many times, if students start before being approved for credit, faculty will not go back and approve it for credit.***

Academic Credit

- Departments have various policies regarding credit, and not all internship opportunities are eligible for credit.
- If your internship is approved for credit, please remember:
 - **Internships typically earn three hours of elective credit.** Check with your department for specifics. Also, make sure those hours will count toward your degree.
 - **Some departments require two semesters of work**, while others grant credit for one semester of work.
 - **Internship courses cost the same as any other class.**
 - While there is no class to go to, **internships involve academic components-** setting learning goals, email updates, an on-site visit, evaluations and an academic paper
- Once you have an internship offer (and before you start), meet with our office and we'll help you explore the credit possibilities.

*****Note: International students are required to receive academic credit for their internship experience (CPT) in order to stay in good status.**

Levels of Involvement

Working together, we can maximize your chances of finding an internship

Level A (Basic Involvement)

- Attend the [resume](#) and [online interviewing workshops](#)
- Upload your resume to the Career Services database and get it approved
- Submit a transcript
- Review job listings and contact Career Services about internships you're interested in
- The Career Services staff will assist you through these steps.

Level B

- All of Level A
- Review the online [Informational Interviewing Material](#) and pass a short test over the material
- Watch our two networking videos and pass a short test over the material
- Develop a "Top 10 List" of target employers
- Career Services staff then brainstorm with you to develop additional contacts.

Level C

- All of Level A & B
- Demonstrate that you are following up with the contacts developed in Level B
- At this point, Career Services staff meets regularly with you to help make the contacts on your target list.

Level A, B & C students will be notified of internships we develop and post to our *Experience* database.

Ethical Considerations

If you participate in our program, these are some of the expectations we have of you:

- Provide accurate information about academic work & records
- Interview genuinely
- Adhere to schedules
- Don't keep employers hanging
- Accept positions in good faith
- Withdraw from the job search when you have accepted a position

YOU ARE AMBASSADORS TO THE COMMUNITY FOR WTAMU!!
YOU WILL BE ASKED TO SIGN A STATEMENT OF ETHICS WHEN
YOU UPLOAD YOUR RESUME INTO OUR DATABASE

View the Statement of Ethics @

<http://www.wtamu.edu/student-support/cs-stu-internship-forms.aspx>

Wrapping It Up

In addition to an overview of our program, we have gone over the steps to achieve Basic Involvement (Level A) with our office.

- Developing your resume
- Uploading your resume into the Career Services database
- Providing our office a copy of you transcript
- Developing your interviewing skills

We have also talked about proactive strategies to improve your chances of finding an internship along with different levels of involvement with our office you can choose. Proactive search ideas included:

- Career Confirmation
- Developing Your Top Ten List
- Networking
- Informational Interviews

The more proactive you choose to be, the greater your chances of finding an internship.

Questions?

Please don't hesitate to contact us with questions as you pursue your internship.

WTAMU Experiential Education Program

Student Success Center

CC 113

(806) 651-2345

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