

QUICK TIPS

Internships

{ EXPERIENTIAL EDUCATION }

Experiential education is the process of actively engaging students in an experience that will have real consequences. Students make discoveries and experiment with knowledge themselves instead of hearing or reading about the experiences of others.

Benefits of experiential education:

- ◇ Clarify and fine tune career goals
- ◇ Apply classroom experience to a specific career field
- ◇ Gain work experience in your chosen field
- ◇ "Try out" a career before committing to it
- ◇ Learn about a particular industry
- ◇ Practice interviewing skills and going through the hiring process

{ TYPES OF EXPERIENTIAL EDUCATION }

Internship

A short-term experiential work opportunity that allows you to build professional skills and contacts while involving you in substantive organizational responsibilities. It is often referred to as a summer job or a summer opportunity. Although internships may include some degree of administrative work, students should gain a greater understanding of the organization and the industry through direct participation in its mission. Students should work with an expert in their given field to learn more about that particular career and industry. Internships may be paid or unpaid. *Paid internships* may count for course credit. *Unpaid internships* should either count as course credit or as NCCU Community Service hours.

The following formula outlines how many internship work hours are needed to earn academic credit:

- 40 hours of internship work = 1 credit
- 120 hours of internship work = 3 credits

Be sure to confer with your academic department for specific internship criteria.

Externship

Shadowing, mentoring, and externships are synonymous terms for short-term exposure (1-10 days) to a particular career environment and professional who has volunteered to share career information with you.

Cooperative Education (Co-op)

A structured method of instruction whereby students alternate or coordinate their high school or post-secondary studies with a job in a field related to their academic or occupational objectives. Co-ops are typically full time. Some careers that feature co-ops or practicums include teaching/education, nursing/medicine, engineering, and counseling.

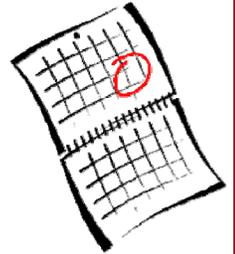
SEARCH INTERNSHIPS ON EAGLE CAREER NETWORK:

<https://nccu-csm.symplicity.com/students>

{ APPLICATION TIMELINE }

November

- Begin internship search by researching companies and programs of interest
- Request recommendations, if necessary from faculty or employers



December-January

- Apply to the internship by the program deadline

February

- Interview for the internship
- Follow-up with employers

March

- Expect to hear decisions about your selection and contact Career Services once selection has been confirmed

Note: This is a suggested timeline for lining up a summer internship. You may wish to start the process early or may need to modify based on the timing of your desired internship.



{ APPLICATION MATERIALS }

Application materials may include:

- ◇ Resume and cover letter
- ◇ Essay or knowledge assessment
- ◇ Official transcripts
- ◇ Passport
- ◇ Letters of recommendation
- ◇ Immunization records
- ◇ Housing validation or application

Internships may be paid or unpaid. Many internships are not paid, but the experience you gain from those opportunities is PRICELESS!

SCAN THE QR CODE FOR ADDITIONAL CAREER SERVICES RESOURCES



CAREER SERVICES

North Carolina Central University | 1801 Fayetteville Street | PO Box 19585 | William Jones Building, Lower Level
Durham, North Carolina 27707 | (919) 530-6337 | nccucareerservices@nccu.com

{ INTERNSHIP SEARCH TIPS }

- Research organizations
- Utilize Eagle Career Network to search for internships
- Customize each resume and cover letter to the position for which you are applying
- Communicate with recruiters
- Attend information sessions, networking events, and career fairs
- Contact NCCU students who have interned with the company previously
- Network with alumni and other professionals within the organization
- Prepare in advance for an interview
- Speak with professors in your department

**Adapted from UNC Career Services*

{ THINGS TO CONSIDER }

Consider and Observe

- What are your career goals?
- Why are you interested in the field?
- What would you like to learn or accomplish?
- What specialization within the field or departments within the organization would you like to investigate?
- What job titles do you want to explore?

After Securing the Internship

- Complete an internship placement survey with Career Services
- Identify goals and objectives for the internship (see below)
- Notify Career Services and your faculty advisor immediately of any work related issues or problems that occur

Developing Internship Goals and Objectives

- Why are you pursuing this particular experience as opposed to another approach?
- What do you plan to learn academically, professionally, and personally?
- What steps will you take to accomplish your goals?

During the Internship

- Understand what is expected of you
- Be punctual and dependable
- Have regular meetings with supervisor(s)
- Keep samples of your projects
- Keep contact information and business cards of people you meet (NETWORKING)
- Be professional and dress professionally
- Find a mentor (NETWORK)
- Keep a journal of your experience
- Learn and enjoy yourself

After the Internship

- Reflect on your experience (positive and negative elements)
- Review your objectives and assess productivity
- Identify skills gained during your experience
- Update your resume with your internship experience
- Send thank you notes to everyone you worked with

{ MAXIMIZING YOUR INTERNSHIP EXPERIENCE }

- ◇ Develop learning objectives for your experience and review with your supervisor.
- ◇ Discuss your career goals and how your supervisor may assist you in achieving them.
- ◇ Schedule regular meetings with your supervisor.
- ◇ Meet employees in other departments within the organization.
- ◇ Ask to attend internal and external meetings when appropriate.
- ◇ Participate in professional organization meetings when appropriate.
- ◇ Seek assistance with academic projects and/or assignments required by your faculty.
- ◇ Demonstrate a strong work ethic. This means work hard, be efficient and thorough. Do more than is expected of you.
- ◇ Value your internship and respect the company.
- ◇ Maintain a positive attitude about your work, co-workers, and organization. Your enthusiasm will encourage others and promote an optimistic environment.
- ◇ Be receptive, flexible, and understanding. Be accommodating and learn from your internship so you are better prepared for the working world.
- ◇ Be proactive and self-motivated. Take initiative and complete tasks thoroughly and in a timely manner. Offer to assist with additional projects.
- ◇ Recognize your strengths and weaknesses. Be aware of what you know and what you have yet to learn. Be open to direction and constructive criticism. Admit when you have made a mistake and grow from the experience. Remember, an internship is a learning experience!
- ◇ Above all, always be professional. Use clean language, dress according to the company's dress code, maintain proper body language, and show interest in your work and others.

** Adapted from Duquesne University Career Services*

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