

Internships and Career Explorations are fantastic opportunities to explore careers, learn new skills and apply academic knowledge in a "real-world" work environment. There are many benefits to doing an internship including exploring career fields and employers, applying classroom knowledge and developing skills, learning more about yourself, gaining relevant work experience and developing your networking system.

**How Internships Work:**

Semester long internships (fall, spring or summer) require at least junior status in order to receive academic credit. The Interim Career Exploration requires at least sophomore status in order to receive academic credit. Internships can be for credit or not for credit. It depends on each students needs and what works for him or her.

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|  | Length  | Time Commitment | Relationship of credits to hours per week |
| Fall & Spring | 14 weeks | 10-40 hours/week | .5-1 credit=102 credits=203 credits=35+ |
| Summer | Minimum 10 weeks | 10-40hours/week | .5-1 credit=102 credits=203 credits=35+ |
| Interim Career Exploration | 4 weeks | 35-40hours/week | 1 credit=35+ |

**Beginning the Process:**

* Check out the Career Center website at gustavus.edu/careercenter for information on:
	+ Gustie Jobs and other internship listings
	+ preparing a resume
	+ practicing your interviewing skills on Interview Stream
	+ creating a professional profile on LinkedIn
* Attend a “How to Find an Internship” workshop.
* Meet with a Career Center staff member.
* Complete the Strong Interest Inventory and schedule an appointment to go over the results with our career counselor. Having a clear idea of your major or career can help you find an internship that is a good fit.
* Visit the Career Center library to research opportunities and learn about career fields.

**Making Contact:**

After you've researched the organization it's time to make the initial contact. When you call, be prepared to tell them the reason for your call. For example:

"Hi, my name is Jane Smith and I am calling about a potential internship for next semester. Who can I speak with about this?"

Once you have the correct person on the phone, offer a short introduction and state the reason for your call:

"I am a junior psychology major at Gustavus Adolphus College and plan to work in a counseling environment someday. I am hoping to explore the career and gain experience through an internship."

Ask what you need to do to apply for the position:

"Where should I send my resume and cover letter?", "Do you know the time frame for interviews?" or "When might I expect to hear back from you?"

Inform them whether or not you would like to do the internship for credit. Some organizations may require that you receive credit for your experience. Be as flexible as you can with their dates and schedule.

**How to Register:**

* Meet with your site supervisor to determine internship responsibilities and learning goals. Your site supervisor will need to fill out the site supervisor portion of the form.
* Meet with your faculty sponsor to review internship assignments and to fill out the faculty sponsor portion of the form. For semester long internships, your faculty sponsor is typically your faculty advisor. For the Interim Career Exploration, faculty sponsors are assigned.
* Fill out the student portion of the registration form. Make sure you mark all of the boxes and fill in all the blanks on the form, particularly regarding how many hours you will intern and how much academic credit you wish to receive.
* Return your completed form to the Career Center.
* For the Interim Career Exploration, you must also pre-register for NDL-068. Once registered you have until the Interim registration deadline to turn your completed paperwork in to the Career Center.

**Note**: Summer interns must also complete the Summer Session registration form and have it signed in the Student Accounts Office. Summer internships for credit require summer tuition fees.

**Attend an Internship Orientation:**

An internship orientation is required for all students who are participating in internships or Interim Career Explorations. The orientation will describe your assignments, review what to expect from your internship and tips on making the most of your internship.

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| [www.gustavus.edu/careercenter](http://www.gustavus.edu/careercenter)[www.gustavuscareercenterblog.blogspot.com](http://www.gustavuscareercenterblog.blogspot.com)<http://twitter.com/gaccareercenter> |  Phone: 507.933.7586Email: career-center@gustavus.edu Hours: M-F, 8 am – 4:30 pm |
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