

# Mentoring - Internships



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# Agenda

- Types of Engaged Learning
- Finding an Internship or Career Exploration
- Reaching out to Potential Employers
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  - Company Research
  - Personal Pitch
- Academic Credit Requirements and How to Apply
- Gustavus Engaged Learning Fund
- Where have Gusties Interned?
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- Questions

# Types of Engaged Learning

## For Academic Credit:

- Academic Semester Internship (Fall, Spring, & Summer)
- J-Term Career Exploration

## For Non-Academic Credit:

- Micro-Internships
- Shadowing Experiences
- Standard internships for non-credit
- Conferences
- Research

# Finding an Internship or Career Exploration

## Questions to Ask Yourself:

- Why do you want an internship?
- What type of internship do you want? OR What types of skills are you trying to develop? OR What are your goals after graduation?
- What is a realistic location for the internship?
- Do you need a paid internship or can it be unpaid?
- What is your schedule and how will an internship fit?
- What organizations are you interested in and what do you know about them?



Utilize your Professional Network!

# How to Reach out to Potential Employers - Letter of Interest

- Introduce yourself: Personal Pitch
- Reason for reaching out (i.e. I'm hoping to explore x career/field through an internship or career exploration/job shadow)
  - Include the timeframe that you are looking for
  - Include if it's going to be for Academic Credit or not and number of hours
  - Why interested in organization specifically (use your organization research)
- Ask about if they can host interns/job shadows and what you would need to do to apply
  - Can include résumé with email
- Thank them for their time

# Company Research



**Company Websites**  
**Social Media**

# What is a Personal Pitch?

- Elevator speech
- Response to: Tell me about yourself
  - Tailor to situation
  - It shouldn't feel canned; your pitch should sound conversational

## Personal Pitch Requirements

- Name, major
- Be memorable, in a good way
- Experience(s) or Accomplishment(s) to showcase skills, what makes you unique to the company, role, opportunity
- Value you can provide to the industry, employer or position
- Closing - what are you asking for? (Internship, FT, contact)



# Internships for Academic Credit Requirements

- Junior Status for Academic Semester Internships or Sophomore status for a J-term Career Exploration
- Must have a Faculty Sponsor and Site Supervisor oversee the internship or Career Exploration
- A total of 4 course credits for engaged learning can be counted towards your graduation requirements. Some departments allow these credits to count towards your major.
- A student who is on academic or disciplinary probation will not be permitted to participate in an Academic Internship or Career Explorations.

# Internships for Academic Credit Requirements

## Fall and Spring

- 14 weeks
- 0.5-1 credit = 10-12 hours per week
- 2 credits = 20 hours per week
- 3 credits = 35+ hours per week

## Summer

- Minimum 10 weeks
- 0.5-1 credit = 10-12 hours per week
- 2 credits = 20 hours per week
- 3 credits = 35+ hours per week

## J-Term Career Exploration

- 4 weeks
- 1 credit = 30+ hours per week



# How to Apply for Academic Credit and Requirements

## Application Process:

- Complete the online registration form, found on Handshake
  - J-Term Career Explorations
    - Career Exploration Registration Form
    - January Pre-Health Career Exploration Form
  - Semester Internships (Fall, Spring, and Summer)
    - Academic Semester and Summer Session Internship Form
- Internship Agreement Form

**\*\*Those participating in a summer internship must also fill out the Summer Tuition Registration Form through Financial Aid.**



- In May of 2020 the Center for Career Development created the Engaged Learning Fund.
- Since launching over \$43,000 has been awarded to over 40 students!

# Gustavus Engaged Learning Fund Eligibility

- The student must fill out the Engaged Learning Fund application found on the Career Development webpage.
- Funding is available for credit and not credit opportunities while a student is enrolled at Gustavus.
- Funding is available for underpaid or unpaid internships and experiences.
- Applications are accepted on a rolling basis.
- Grants range between \$500 and \$3,000.
- Funds cannot be used for engaged learning experiences being done on campus (example research for their department or interning for an on campus department). Also, the funds cannot be used to pay for tuition or room and board on campus.

# Where have Gusties Interned?



target



FEEDING OUR COMMUNITIES PARTNERS



securian  
FINANCIAL



MINNESOTA POLLUTION  
CONTROL AGENCY



FEDERAL RESERVE BANK  
OF MINNEAPOLIS



MANKATO AREA  
FOUNDATION



CliftonLarsonAllen

MAYO  
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# Next Steps

- Mentees - craft a list of places you would like to intern at.
  - Start to craft your letter of interest and do your research.
  - Make sure your resume is up to date.
  - Ask your mentor about their experiences and what advice they might have for you.
- Mentors - if you have any opportunities available please let me know and I can help you get them posted on Handshake!

Feel free to reach out to me if you have any additional questions or would like to set up an appointment to meet 1:1.

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**Questions?**

