



**Career and Talent
Development**
Student Internship Manual



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Internship Manual

I. Overview/Mission and Vision	5
Florida International University.....	5
Division of Academic Affairs.....	5
Career and Talent Development Department.....	5
II. Resources for Students	6
A. Before the Internship	
What is an internship?	6
What types of internships are there?	6
Credit/Non-Credit.....	6
Paid/Unpaid.....	6
Full-time/Part-time.....	6
Length of Internship.....	7
What are the benefits of an internship?	7
Gain the real-world experience that all employers seek.....	7
Test the waters in various fields.....	8
Build your professional network.....	8
Earn money and academic credit.....	8
Great resume boost.....	9
Best practice for job search.....	9
Classroom → Internship → Job.....	9
How to balance an internship into your schedule	9
Time Management.....	9
Create a Strategy.....	10
You can do it!!!.....	11
Define your internship goals	11
What are your professional goals/career interests?.....	11
What type of organizations are you interested in?.....	11
Where do you want to have your internship?.....	12
Paid vs. Unpaid.....	12
Credit vs. Non-credit.....	12
Which term? (deadlines!).....	12
Part-Time vs. Full-Time.....	12
How do I find an internship?	13
Career and Talent Development Department.....	13
Handshake (with user instructions).....	13
Networking.....	14
Major/Minor Department.....	15

Online Resources.....	15
LinkedIn.....	15
Career/Internship Fair.....	16
Informational Interviewing.....	16
Company Websites.....	17
CREATE your own!!.....	17
Books/Periodicals.....	19
Information Sessions.....	19
How do I prepare for my internship search and experience?.....	19
Visit Career and Talent Development Department!.....	19
Resume/Cover Letter Writing.....	19
Mock Interview and PIP.....	19
Calendar of Professional Development Workshops and Career Events.....	19
Resources for international students.....	20
Professional Attire.....	20

B. During the Internship

Keys to Internship Success!.....	21
Set Personal Goals.....	21
Regular Meetings with Supervisor.....	21
Positive attitude and enthusiasm.....	21
Avoid negativity.....	21
Seek opportunities to learn more about the company/industry.....	21
Get exposure.....	21
Ask questions.....	22
Take initiative.....	22
Network and build relationships.....	22
Record all accomplishments and work completed.....	22
Have Fun!.....	22
Internship Do's and Don'ts.....	23
How do I manage a negative internship experience?.....	23

C. After the Internship

How to network and maintain professional contacts.....	24
Thanking staff/supervisor.....	24
Conduct Informational Interview.....	24
Offer to Continue to Help.....	24
Ask for Letter of Recommendation.....	25
Stay in Touch.....	25
What do I do with my internship experience?.....	25
Transferrable skills.....	25

Resume building.....	25
Self-Evaluation.....	25
Reporting your internship.....	26

D. Appendices

Appendix A: Internship Checklist.....	27
Appendix B: Internship Search Websites.....	28
Appendix C: Sample Learning Goals Agreement.....	31
Appendix D: Sample Student Intern Information Form.....	34
Appendix E: Sample Internship Evaluation by Supervisor.....	36
Appendix F: Sample Internship Evaluation by Student.....	38
Appendix G: NACE Career Readiness Competencies.....	40

OVERVIEW

Florida International University

Vision:

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

Mission:

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities.

Our mission is to impart knowledge through excellent teaching, promote public service, discover new knowledge, solve problems through research, and foster creativity.

Division of Academic Affairs

Vision:

Florida International University will be a leading urban public research university focused on student learning, innovation, and collaboration.

Mission:

Florida International University is an urban, multi-campus, public research university serving its students and the diverse population of South Florida. We are committed to high-quality teaching, state-of-the-art research and creative activity, and collaborative engagement with our local and global communities

Career and Talent Development Department

Vision:

The Career and Talent Development Department at Florida International University will be known as a nationally recognized department that provides students and alumni with Worlds Ahead career readiness programs and resources to identify, secure, and manage successful careers.

Mission:

The Career and Talent Development Department at Florida International University is committed to developing and delivering innovative career readiness programming for students and alumni, while engaging employers and stakeholders to foster mutually beneficial relationships that address the needs of an ever changing and diverse workforce.

RESOURCES FOR STUDENTS

I. Before the Internship

What is an internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent (National Association of Colleges and Employers - NACE).

What types of internships are there?

- **Credit/Non-Credit**

One option to explore is whether you can receive academic credit for your internship experience. Only your advisor/department can answer questions about whether you can obtain credit for your program by participating in an internship. This is a great advantage to students who are trying to find ways to fit an internship into their already busy schedule, and also helps to balance the fact that the internship you want may be unpaid. The requirements vary according to your academic department, so make sure to gather that information before you accept an opportunity.

- **Paid/Unpaid**

Each internship experience is unique and many times the choice to pay or not to pay is determined by industry, company size and other factors. Some organizations will offer to pay a salary as well as airfare and/or housing while others will provide a “one-time” stipend at the end of the experience. It is important to remember that while an internship may not be paid, it is still one of, if not the best way for college students to gain real-world experience. So what you are not getting paid in dollars and cents, you are getting paid in the type of experience and professional skills that all employers are looking for once you graduate. It is also a wonderful opportunity to begin building a professional network for yourself, which is vital for your job search success.

- **Full-time/Part-time**

There are a variety of internship options available to students, allowing them to cater their experience to their own schedule. Part-time internships typically require students to be present between 15-25 hours a week. Part-time internships tend to be advantageous for students who are already working a part-time job, or are enrolled as full-time students. Employers understand that student interns have busy and non-traditional schedules, so they should be flexible in terms of making adjustments to your internships schedule during the week of mid-terms, finals or vacations/holidays.

Full-time internships typically require students to spend around 40 hours a week at their internship site. Full-time internships tend to be paid, or offer a stipend. They are advantageous for students

because they allow you to spend extensive time developing professional skills, working on multiple projects, and establishing deep relationships with the employees at your site. These can all still be achieved during a part-time internship, but with more hours per week comes more time to dedicate to the work you are involved in, and more time to allow others to see you shine in a professional environment.

Before you decide to accept a full-time internship, you need to consider your school and life requirements, and make sure that you are able to balance everything. Most students who accept full-time internships will either take evening or online courses during their internship, or even elect to take a semester off from classes in order to put all of their attention on maximizing their internship experience. Another option that many students elect to use is to seek out full-time internship opportunities over the summer, when they are either not in school, or are taking a light course load.

- **Length of Internship**

Typically, the length of an internship is one semester, but there are also several opportunities for year-long internships, or in some cases, shortened internship opportunities (for example, an internship during the winter school break, known as a “winternship”). The important thing for you to remember when you begin thinking about doing an internship is that the search and application process needs to happen the semester before the semester you intend to start your internship. So, for example, if you are looking for summer internships, you need to begin that process during the spring semester.

Internships are not a secret or a new phenomenon, so in most cases, they are very competitive. This means that you need to develop your professional resume and cover letter writing skills, and practice your interviewing skills in order to separate yourself from the other applicants. Visit your Career and Talent Development Department to learn about how to start this process.

What are the benefits of an internship?

- **Gain the real-world experience that all employers seek.**

When employers are asked what they are looking for in a recent college graduate, they say that they want an individual with critical thinking skills, excellent written and oral communication skills, the ability to work in a team, and above all else, real-world experience in their field. This skill set cannot be achieved by only spending time in the classroom and earning your degree.

Volunteering and being engaged on campus through student organizations are great ways to develop personally and professionally, but the best resource available to you to gain the skills that employers covet most is to participate in internships! During an internship, you have the ability to engage in multiple projects, and interact with everyone in the office, which enables you to diversify your experiences.

Employers know that internships are designed to be learning experiences for students, so not only

do you get to participate in multiple tasks, but you are given the hands-on training and feedback that empower you to leave your internship with confidence to tackle any task at your next job.

- **Test the waters in various fields.**

A common mistake that students make is that they choose a major that feels like a good fit for them, work hard to earn a degree in that major, and then when they enter the world of work, they realize that the field they chose is not what they thought it was, and they want to find a new career. Do not let this happen to you!

One of the many great advantages that internships offer students is that it enables them to try on many different careers during their time as a student. If you are currently undecided on your major, stuck between one or two different majors, or even if you are confident in the major that you have chosen, multiple internship experiences can give you the exposure you need to make the best and most informed decision for your career moving forward. Remember that we tend to work well into our sixties, so if you are looking to spend the next 30+ years of your life in your chosen field, why should you not make sure that it fits with your personal and career goals?

- **Build your professional network.**

Have you ever heard the phrase: “It is not about what you know; it is about who you know?” Well, there happens to be a lot of truth to that. Certainly, the knowledge you are gaining as a student in the classroom is extremely valuable, and the professional experience that you gain at work or as a volunteer are vital to your development. However, if an employer has two resumes for one job, and one candidate comes recommended by a colleague or a friend in the field, chances are that is the individual that will be offered the job, even if they do not have as much experience as the other candidate. Students that graduate without any experience often times are not exactly sure where to direct their job search. National job search engines are collecting thousands of resumes from around the world. Is that what you want to compete with?

So how do you build a professional network while you are busy as a student?

Internships are the best way! During your internship, you will have access to several professionals in and out of your office, and will have the ability to collaborate with them on projects. If you are professional, hard-working and responsible during your time as an intern, the professionals that you worked with will advocate for you and turn into wonderful resources when you begin your job search. Along with your professors, fellow classmates, family and friends, the individuals that you interact with during an internship become your professional network.

- **Earn money and academic credit**

Internships are advantageous in many ways, and many are catered to students’ needs. When you are in the process of weighing whether or not an internship is for you, remember that many academic departments offer academic courses so that you can earn credit during your internship. Several internships also offer competitive financial compensation, stipends, housing and traveling expenses.

- **Great resume boost**

The job market today is very competitive, so if you are a current student or recent graduate, you need to ask yourself what is going to set you apart from other applicants. Having real-world work experiences listed on your resume, which you can gather through internships, is a great tool to help you rise above the rest. When employers look through resumes, they are looking for individuals that have the skill set that is acquired through work experiences. The dilemma for many students is that they do not know how they are able to gain the real-world work experience that employers seek while they are full-time students. The key to solving that dilemma is internships! Go to the Career and Talent Development Department to discover the possibilities available to you.

- **Best practice for job search**

Another great advantage of the entire internship process, from beginning to end, is that it fully prepares you for the full-time job that is trying to find a full-time job after graduation. The requirements for preparing for and landing a great internship are the same requirements for landing your dream job. You need to prepare a great resume and cover letter, practice and perfect your interviewing skills, and have clear career goals in mind. This means that once you have completed one or more internships during your time at FIU, you will be fully prepared and confident as you begin your job search.

- **Classroom → Internship → Job**

If employers are looking for real-world work experience from new college graduates, then what about all of the great knowledge that you are learning in the classroom? Internships are a great forum for you to apply and practice that knowledge, all while gathering the skills that employers seek.

For example, you learn a theory in class that you then see in practice or decide to implement at your internship. This not only makes you an asset to your internship employer, as you are bringing a fresh educational perspective to the workplace, but it also helps you bring real-world applications back into the classroom, thus strengthening your comprehension and performance as a student. This symbiotic relationship leads to you developing the knowledge, experience and skills that employers are looking for.

How to balance an internship into your schedule

- **Time Management**

Many students feel that an internship, particularly unpaid internships, cannot fit into their already busy schedules. What you need to remember is that most internships are part-time, and are set up by employers who know that students need flexibility in their schedules. If you are a full-time student, and are already working a part-time job, you can still fit a part-time internship into your schedule. You might only be able to complete two hours on certain days, but the experience and the skills that you will gain through the experience are worth the free time that you will have to

sacrifice. If you need assistance learning how to balance a busy schedule, visit the Career and Talent Development Department.

- **Create a Strategy**

Finding a great internship is not easy. You need a great resume, but even more so you need a great STRATEGY! In the end you need to develop as a professional to be taken seriously by an employer, so below are 7 steps on how to succeed:

1. **Think about your general motivation for finding an internship.** Is it to explore a new field, gain contacts in a given industry, learn on the job skills, or to simply pad your resume? Understanding your motivations will help you focus on where to apply and will also open new doors in case your ideal position does not come through.
2. **Search and Save.** Certainly a good first step on any job or internship search is getting in touch with personal, academic, and professional contacts as well as Career and Talent Development to find opportunities to network with them about potential opportunities.
 - **Search for POSITIONS, not for a company.** Searching all marketing positions in a given location will open new options at organizations that need marketing help and offer marketing experience but which are *not* a traditional marketing firm. These include non-profits or start-up companies which may be less competitive overall but still offer ideal industry experience.
 - **Find 10-20 positions.** One of the biggest benefits of an online search is that once your basic application materials are created, applying to additional positions online is EASY. To improve your odds, find 10-20 positions which are all good options. In fact, you may want to apply to a bunch more than this -- there is no harm in opening more doors, doing more interviews, and testing the waters at more places.
 - **Save all these positions along with your application status.** Keeping your search organized is absolutely key. You are going to want to remember where you are in the application process, little reminders about the person you spoke to (we both grew up in FL... awesome) and what your next deadline is.
3. **Get your resume and cover letter materials ready.** When you apply online these documents are the only means an employer will have to evaluate you. It is important to see these documents as your personal brand, marketing your experience to the organization you are applying to and eliminating any error or typos that will make you appear novice. A lot of work goes into making these documents strong, but if you put in the time you will stand out from the pack. Visit your Career and Talent Development Department today to get that process started.
4. **Apply and Follow-Up:** With positions saved and materials ready it is time to start applying. Ideally you should customize your resume and cover letter for every organization you apply to. It is important to remember that after you submit materials the process is still not over. While not always necessary you may want to follow-up a week after you submit your application with a phone call or email to the intern hiring director and make sure the materials arrived in their hands. This is an opportunity to show your ability to be confident and professional while speaking on the phone or emailing.

5. **Get ready to interview:** Just like improving your application flow and your resume documents, getting ready for an internship interview takes time and a lot of practice. We recommend taking advantage of interview workshops, mock interviews and the practice interview program with actual employers; all available through Career and Talent Development.
 6. **Reflect Improve and Repeat:** If you landed a position after steps 1 through 5, congratulations. If not, do not get discouraged. As stated in the introduction, this is a challenging process, with the final reward of becoming much better at the entire search and application process. You should reflect upon what worked and what did not, ask the people you have interviewed with what you can do better next time, and incorporate feedback to improve your future prospects.
 7. There is no guarantee (especially in the current competitive job market) that there is an internship waiting for you – you need to go out there and get it. Following these steps *will* guarantee that you are approaching this process in a systematic way that gives you the best possible shot. There will always be new opportunities so don't get discouraged; focus on improving this process, and learning as much as you can. Finally, remember to always be courteous to employers even if things do not work out with them. Through this process you will become a stronger applicant and develop your professional network!
- **You can do it!!!**

College is about more than just learning in the classroom. It is a crash course on how to begin organizing your schedule, balancing your responsibilities and priorities, and ultimately learning how to set and achieve goals. It is normal to get frustrated and feel overwhelmed at times, but never forget that there are wonderful resources on campus to help guide you through this process. Your professors, classmates, academic advisors, and Career and Talent Development Department are here to support you.

Define your internship goals

- **What are your professional goals/career interests?**

Before you dive fully into your internship search, you need to first focus your search by thinking about and writing down your professional goals and career interests.

 - What type of work have you dreamed about doing?
 - Where do you see yourself working five years from now? Ten?
 - What are the skills and experiences that you can start building now that will help you make those dreams a reality?

Once you can answer those questions for yourself, you can start building a top ten list of employers that you want to reach out to for an internship.
- **What type of organizations are you interested in?**

Organizations come in all shapes and sizes, from Fortune 500 companies and federal agencies to local non-profit organizations. What are you looking for? Issues to consider are size, location, ownership and corporate culture.

- **Where do you want to have your internship?**

There are several different internship options available to students, as far as local, national or international. Can you afford to spend a semester or two away from Miami? If so, are you looking to build a professional network in Washington, D.C., New York, California, etc.? Perhaps you are looking for an international internship experience. There are paid internship opportunities away from Miami, so do not feel like you are restricted to Miami if you are looking for an opportunity elsewhere.

- **Paid vs. Unpaid**

It would be great if all internships were paid, but in reality a large number are not. You need to decide whether you can balance an unpaid internship. Remember that there is a lot of flexibility with internships, so you and your supervisor can build a schedule that fits into your school and part-time work schedule. If you are seeking internships outside of the city or state, there are several organizations that offer travel and living expenses, in addition to a regular paycheck during your internship.

- **Credit vs. Non-Credit**

Many departments at FIU offer internship courses so that you can receive academic credit during your internship. If your department does not offer credit, you need to analyze what kind of internship will fit into your schedule. Talk with your academic advisor to find out whether or not you can gain academic credit for an internship, and if so, be sure to register for that course before the registration deadline. You also need to have that discussion with your internship suitors, in order to make sure that they understand that you are seeking academic credit through FIU while interning with them.

- **Which term? (Deadlines!)**

Internships are competitive, so employers place application deadlines on the internships that they offer, so you need to be cognizant of this during your internship planning process. If you are starting to think about internships now, you need to begin preparing to start your internship the following semester. If you are looking for an internship experience during the Fall semester, do not start looking for one during the Fall semester. Remember that you need to prepare a great resume and cover letter, and work on your interviewing skills in order to land the dream internship. Come into Career and Talent Development to learn about that process.

- **Part-Time vs. Full-Time**

If you are interested in applying for a full-time internship, either local or outside the state, you need to consider whether you are able to take online courses, or inquire whether your department offers academic credit for the experience. If not, are you willing and able to take a full semester or year off from school in order to pursue your dream internship? Remember that there are exceptional summer internship opportunities, both locally and nationally. Before selecting an internship, you need to map out your career and academic goals to find out what kind of internship is the best fit for you moving forward. If you need assistance designing that life map, visit your Career and Talent Development Department.

How do I find an internship?

- **Career and Talent Development Department!**

No matter where you currently are on the internship spectrum, from not knowing what they are, to finishing one up and wondering what to do next, Career and Talent Development is a great resource for you. Please contact them today to learn about what internship opportunities are available, as well as how to prepare for and land them. <https://career.fiu.edu/>

- **Handshake**

What is Handshake? Handshake is FIU Career and Talent Development Department's database of jobs, internships and career-related events and opportunities. This service is specifically designed for FIU students and alumni. Benefits of using Handshake include:

- Search jobs and internships posted only for FIU students
- Participate in mock interviews and web-based practice interviews
- Meet and network at employer info sessions and "meet and greets"
- Upload your resume online in Handshake
- Set up job search agents in Handshake
- Submit resume to employers through Handshake
- Participate in on campus interviews
- 24/7 access to all of our employment resources

How can I join? Create your account at <https://fiu.joinhandshake.com/>

Resume: While you don't need a resume to join Handshake, uploading a resume when you create your profile will allow Handshake to import the information on your resume to the fields on your profile, saving you time. Your uploaded resume will be approved within approximately 72 hours in the Handshake system.

Public Profile: A public profile in Handshake means that employers connected with FIU are able to view your profile information. It is not visible to other students, or anyone not connected with FIU. You can have a public profile and keep some information (for example GPA) private. A public profile makes it easier for employers to find you for their top talent.

Workshops & Events: Finding workshops and events in Handshake is easy. Simply click on the events or fairs tabs on the left navigation bar and then click the search tab in the upper right corner. You can join events and workshops that you plan to attend, which will add them to your calendar and 'upcoming events' list in Handshake, making sure you don't miss an event or fair that's interesting to you.

Career Coaching Appointment: Login to Handshake, select appointments, and click the 'schedule a new appointment' button at the top of the page. Follow the prompts to select the type of

appointment, date, and available career coach. Your career coaching appointment request will be approved within 72 hours.

- **Networking**

Tell everyone you know that you are looking for a specific type of internship. This includes your professors, advisors, fellow classmates, past employers, alumni, and Career and Talent Development. Just as with job-hunting, networking can be one of your greatest sources for landing a great internship. **Do not expect these opportunities to fall into your lap!** You have to be proactive, and reach out to your network. If you feel like you do not have a strong network right now, there is no better day than today to start the process of building your professional network.

- **Where to Network On-Campus**

1. Employer Meet and Greets
2. Career and Talent Development Department
3. On-campus Info Sessions
4. Employer Mock Interviews
5. Career and Internship Fairs
6. Program Department
7. Classmates
8. Alumni & Alumni Association
9. Faculty, Teachers and Administrators
10. Fraternity/Sorority Members
11. Mentors
12. Student Orgs & Professional Associations
13. Social Networking Sites (LinkedIn!)
14. Volunteer Activities and Board Members

- **Where to Network Off-Campus**

1. Colleagues
2. Conference Attendees
3. Elected Officials
4. Friends and Family
5. Fellow Job Seekers (Share Leads)
6. Former and current Supervisors and Coworkers
7. Mentors
8. Professional Associations
9. Social Networking Sites
10. Volunteer Activities

- **Major/Minor Department**

The process of narrowing down a Top Ten list of employers that you would like to intern with can be challenging and confusing. Talking to the faculty and professors in your Major and/or

Minor department can greatly help you during that process. They have extensive experience in the field that you are interested in pursuing, so take full advantage of their knowledge. Schedule a time to talk with your professors and your advisor, and let them know exactly what you are looking for. To find out if your department offers internship courses, [click here](#).

- **Online Resources**

There are several websites that are available for students looking for local, national, federal and international internships. Just like the process of searching for a job, these are good resources for students, but should not be the only resource you tap into during your internship search. If you would like to check the credibility of a website, go to your Career and Talent Development Department, where you can also access additional resources and internship search strategies.

- **LinkedIn**

If you are not familiar with LinkedIn, you need to be. Think of it as the Facebook for professionals. You can build a profile for yourself, which will include your educational and professional background, as well as any professional affiliations you have or student or volunteer groups you are associated with.

In terms of searching for an internship opportunity, LinkedIn enables you to connect (or “link in”) with other professionals in your area. If there is a particular industry or employer that you would like to learn more about, or to inquire as to whether they offer internships, LinkedIn can be the perfect site for you to facilitate that conversation. It also shows professionals in your field, or at the organizations you reach out to, that you are serious about finding a quality internship, and that you are engaged in the process.

When you are applying for internships and full-time employment, it is essential that you have a LinkedIn profile created, because potential employers will search for you. Here are a few of the many advantages that LinkedIn provides for students:

- **First Impression:** LinkedIn is a great resource for helping you make a professional first impression with employers. If they search for you online, and your LinkedIn profile comes up first, which is the type of information you want to be accessible. Word of caution: employers will check your Facebook as well, so make sure it is clean and free of anything that could offend potential employers.
- **Networking:** through first, second and third connections established, you are building a professional network that will serve you well during your internship and employment hunt.
- **Track Companies:** What are your top 10 dream organizations to work for? Find them on LinkedIn and learn more about them, as well as the individuals that work there.
- **Getting Recommendations:** Former or current professors, colleagues and supervisors can post recommendations on your page, which helps give potential employers a better look at you as an individual.

- **Career/Internship Fairs**

Make sure to check the Career and Talent Development and FIU Calendar of Events (<http://career.fiu.edu/>) so that you are aware of when the Career and Internship Fairs are taking place on campus. These are wonderful opportunities for you to meet, network with and deliver your elevator speech to hundreds of employers. The employers that register for the events are made available to FIU students before the fairs, which gives you the opportunity to research employers that you want to talk to, and to be fully prepared to blow them away on the day that you meet them. Some students are even interviewed and offered positions on the spot.

- **Informational Interviewing**

For any student who is interested in learning more about the careers or jobs that they can see themselves in, the greatest resource available to them is in many cases the last one they look to utilize, which are the individuals who are currently in these roles! If you want to learn more about being a lawyer, social worker, teacher or marketing specialist, then reach out to the individuals in your community or in the city where you want to live who are in those positions, and request an informational interview.

Researching company websites or LinkedIn can help give you contact information for their employees. From there, you can send a quick email, introducing yourself as an FIU student, and explaining that you are interested in their field, that you would like to speak with them to learn about their job, and what steps they took to get there. Informational interviews allow you to get a deeper understanding of the careers and jobs you are interested in and to inquire about possible internship opportunities, all while building your professional network. Make sure to maintain contact with the professionals that you speak with.

- **Company Websites**

If you are searching for an internship opportunity with a particular organization or company, they may not have them listed through general employment and internship search engines. Be sure to you check the company/organization's website, and see if they have information listed there about an already established internship program. If there is nothing listed, you can find contact information for their Human Resources department or even an Internship Coordinator, and send them an email inquiring about internship opportunities.

- **CREATE your own!!**

If through your internship search, you find that the company or organization that you want to intern with does not have an established internship program, should you cut your losses? NO! Chances are that employer is not aware of the benefits that you can bring to them as an intern.

Students are currently in internships that they created for themselves by being proactive and by showing an employer that they are the type of motivated individual that the employer needs in their office. This will require preparation on your part. You need to make sure that the internship

proposal that you make clearly outlines your vision for the internship, the project you wish to work on or position you wish to fill, highlights why you are the right person for the job, and how the experience will benefit the employer. Here are some instructions on how to get that process started:

Create an Internship Proposal

Don't be afraid to approach employers with a proposal. What you are offering them is a valuable commodity. At the same time, do be prepared for a company to not be interested in what you have to offer. It may be that they simply don't have a need for your services at this time. Don't let this discourage you and don't take it personally. Just put together the best proposal you can and keep searching until the right opportunity presents itself.

Just because a company does not have an internship program or any current internship openings does not mean that you can't approach them. Based on the information you gathered during your research, prepare a proposal for the work you would like to do as an intern. The proposal might be for a specific project you know (from your research) that the organization needs done, or it could be for a particular position you know (from your research) that the employer is likely to have. Most employers are too busy for people who will "do anything" so be as specific as possible. In addition, if you are willing to "do anything" then save yourself some work and go do it for a company with an existing internship position.

There is no prescribed format for your proposal, but a letter written specifically for each employer is a good place to start. It should:

- Include a clear and concise description of what it is you are offering to do for the company and why you think they need you to do it.
- Be specific about the project you want to work on or position you wish to fill.
- Highlight why you are the right person to do this for the company.
- Include your dates of availability and whether you are looking for a full-time or a part-time position.
- Indicate that you are seeking a paid (or non-paid) position.

Your proposal should include a resume that illustrates the strengths you are offering. Your academic experiences, participation in student groups, research experience, extra-curricular activities, and part-time job experiences all translate into marketable skills such as, time management, communication, teamwork, and analytical skills. Make sure you take the time to prepare your materials carefully so that it is clear that you are offering something of value. A well-crafted resume will highlight the skills you possess that the company is looking for.

Where to Send the Proposal

Be sure that your proposal gets to the person who has the power to hire you. The human resource department is often a good place to start asking questions, but also ask for referrals to managers or supervisors in the department in which you want to work. These are the people who might have a better idea of the company's staffing needs and who can actually offer you a

position. Organizational charts, websites, and company literature can help you find the name of these people or ask your networking contacts if they have any suggestions. Telephone receptionists and department secretaries can help too. It is better to invest the time into a few phone calls than to send a letter to the "Director of Personnel" or "To Whom it May Concern."

Follow Up

Follow up with a phone call or an email within a few days after submitting your proposal. Students sometimes feel it is pushy to make such a call or that they are bothering the employer. Don't be pushy, but polite follow up is expected and reinforces your interest and commitment. Everyone in the working world understands the need for persistence. You will notice that there really is no direct path to all internship positions. The key is to take some time so that you give yourself the best chance of success. Don't be discouraged if you can't find a position that is readily available. An internship experience that you've created to be specifically tailored to your academic and career interests will be far more rewarding than a position you settled for because it was all you could find.

- **Books/Periodicals**

There are some great print sources for internships. There are annual directories of internships, trade magazines, and newspapers published for your major or career field.

- **Information Sessions**

Employers frequently come to FIU to recruit students for internships and employment opportunities and information sessions are the perfect forums for students to get in front of an employer to ask questions and introduce themselves. Make sure to check with your Career and Talent Development Department to find out when employers will be on campus to deliver information sessions.

How do I prepare for my internship search and experience?

- **Visit Career and Talent Development Department!** <https://career.fiu.edu/>

- **Resume/Cover Letter Writing**

When you begin to search for and apply to internship openings, or if you are reaching out to professionals for informational interviews or to inquire about whether their organization/company has an internship program, your resume and cover letter need to be exceptional. Even if you are the perfect candidate for the internship, if your resume does not reflect that, or has not been critiqued by a professional before you send out 100 copies, you will not be given serious consideration for the opportunities that you apply for. Each resume and cover letter you send should be specifically tailored for the opportunity you are seeking. Go to your Career and Talent Development Department to have your resume critiqued today!

▪ **Mock Interview and Practice Interview Program (PIP)**

The resume and cover letter look great, and you have just received a call or an email from the organization you want to intern with requesting an interview with you. Are you prepared and confident to nail the interview? The key to answering yes to this question is by making sure that you are fully prepared. Your Career and Talent Development Department offers mock interviews that can prepare you for the actual interview. Employers from the community also come on campus to provide practice interviews for students, and provide them with immediate feedback on their performance. These are employers that conduct interviews on a regular basis, so their advice is priceless. There is no substitute for practice, and entering an interview, there is no greater feeling than being prepared and confident.

▪ **Calendar of Professional Development Workshops and Career Events**

[\(http://career.fiu.edu/\)](http://career.fiu.edu/)

The Career and Talent Development Department offers professional development workshops and events throughout the academic year. These include, but are not limited to: Internships, Resume Writing, Interviewing Skills and the Art of Networking. Check with your Career and Talent Development Department for a copy of their calendar and attend as many as possible.

• **Resources for international students** (<https://globalaffairs.fiu.edu/iss/>)

If you are an international student, before you begin your internship search; we suggest that you consult with an advisor at the International Student and Scholar Services Office (ISSS) regarding immigration, visas, and eligibility. Great internships are available for international students, but it is best to understand the guidelines already in place so that you do not unknowingly jeopardize your future.

• **Professional Attire**

Whenever you have the chance to be in front of an employer, you need to make sure that you are dressed professionally and representing yourself well.

Interview Attire for Men:

- Clean shaven face or neatly trimmed beard
- Two-piece suit:
 - Cleaned and pressed
 - Conservative colors like navy and dark grey
- Long-sleeve shirt
 - White or light blue solid color
- Conservative tie
- Belt matching color of shoes
- Leather shoes, black or cordovan, polished

Interview Attire for Women:

- Two-piece, matched suit
 - Navy, black, grey, or dark brown
 - Skirt should cover thighs when seated
- Tailored blouse, shell or knit top
 - Do not show cleavage
- Leather shoes
 - No stilettos or platforms
- Carry only one bag or tote
- Avoid heavy makeup and perfume

For more detail on professional attire guidelines, go to the Career and Talent Development Department, or visit <https://career.fiu.edu/>. Your professional network is also a good resource for learning how to dress professionally.

II. During the Internship

Keys to Internship Success!

- **Set Personal Goals**

While some internships are very structured, others are not; so you need to spend some time before you start the internship, setting goals that you want to accomplish. Maybe it's deciding on what area within marketing you would want to specialize in, learning new skills, or building your network. Whatever your goals are, you will feel a greater sense of accomplishment once you achieve them.

- ✓ **Hint:** Setting unrealistic goals could make even a good internship seem bad, so make sure your goals are realistic and attainable in your internship.

- **Regular Meetings with Supervisor**

Sound obvious? Well, maybe, but you may get a supervisor who never schedules meetings with you or travels quite a bit, so you have to make sure to have regular meetings where you can share experiences and lessons learned -- both good and bad -- as well as give progress reports.

- ✓ **Hint:** While you want to keep your supervisor updated on your accomplishments, remember to also be a good listener and learn as much as you can during these meetings.

- **Positive attitude and enthusiasm**

In just about every company, the new hire/intern is going to have to "pay his or her dues." You will undoubtedly be given some grunt work to do, such as making photocopies, but the key is to complete all your work assignments with the same level of enthusiasm and professionalism.

- ✓ **Hint:** You might also consider working extra hours (beyond the required number for the internship) to show your work ethic to your supervisor(s).

- **Avoid negativity**

The fastest way to kill a good internship is by being negative. So, avoid complaining, being rude, disrespecting coworkers, arriving late, leaving early, being closed-minded, missing deadlines, appearing arrogant, wearing improper attire, acting unprofessionally, appearing inflexible, and taking part in office politics.

✓ **Hint:** A common mistake among interns and new hires is treating secretaries and clerks as being beneath them -- avoid this behavior at all costs.

- **Seek opportunities to learn more about the company/industry**

Take every opportunity presented to you to attend company or industry meetings, conferences, and events; participate in training workshops; and read all company materials.

✓ **Hint:** Meetings may appear (and actually be) boring to you, but they can often offer a good chance to increase your knowledge, network, and build relationships.

- **Get exposure**

Some of the best internships will rotate you among departments and supervisors, but if yours doesn't, don't let that stop you from tackling new tasks, meeting people outside your department, and attending company social events. The more you are exposed to new ideas and new people, the more you'll learn.

✓ **Hint:** Joining the company softball team (or other informal groups) is a great opportunity to meet new people in a relaxed and informal environment.

- **Ask questions**

Always remember that an internship is a learning experience for you. While the employer expects quality work from you, you are not expected to know everything. Seek advice and raise questions whenever you encounter something that is not familiar to you. Be open-minded about new ideas and procedures -- remember that you don't know everything and that your professors didn't teach you everything.

✓ **Hint:** Smart people know that there really is no such thing as a dumb question, so ask before doing.

- **Take initiative**

Employers love employees who dive into tackling tough problems and who think "outside the box" to find solutions. Just make sure you work with your supervisor(s) so you don't overstep your authority -- and make sure you share successes with your supervisor.

✓ **Hint:** There is a fine line between taking initiative and being perceived as a "know-it-all", and for interns especially, it is best to err on the side of caution.

- **Network and build relationships**

One of the key tools of job-hunting is utilizing your network to find your next career step. Build professional relationships with your supervisor(s) and other managers in the organization. These people are also a great source for job-hunting advice and tips from their years of experience.

✓ **Hint:** Even if you have a bad experience on an internship, never burn your bridges

because you never know when it could come back and hurt you. Always leave on good terms.

- **Record all accomplishments and work completed**

One of your goals with any internship is leaving it with some tangible results - both for your resume and your career portfolio (if you use one). Maybe you developed a brochure, computerized an inventory system, organized a sales conference, met with clients, tracked industry trends, etc.

✓ **Hint:** Keeping a journal may help you remember all the things you accomplished at your internship.

- **Have fun!!**

Last but not least, enjoy learning, sharpening your skills and developing personally and professionally. Participate in work-related social functions and become an active member in your work community.

* Source: www.quintcareers.com

Internship Do's and Don'ts

- **Do** set specific goals for yourself and each internship. Know what you want to accomplish with each internship.
 - **Do** try and obtain at least one internship during your college years. And **Do** try to get multiple internships.
 - **Do** expect to be treated professionally. And **do** act professionally at all times.
 - **Do** utilize your network of family and friends to the fullest to get leads on internships.
 - **Do** try and schedule regular meetings with your internship supervisor.
 - **Do** get as much exposure throughout the internship organization as possible.
 - **Do** find a mentor within the organization, whether it's your internship supervisor or some other manager.
 - **Do** make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments.
 - **Do** take advantage of job and career fairs to scout possible internship opportunities.
 - **Do** be sure you have a dynamic cover letter, a superior resume, and polished interviewing techniques.
 - **Do** send thank you letters to all people who interview you -- and all the people who help you find an internship.
 - **Do** enjoy your internship -- even when you are doing the inevitable grunt work many interns do as part of "paying your dues."
 - **Do** keep in touch with key coworkers from your internships -- and do cultivate them to become part of your network.
-
- **Don't** expect all internships to be paid. We wish they all were, but many are not. And **do** at least consider accepting both paid and nonpaid internships; some of the best internships may not be paid.

- **Don't** expect internships to just be handed to you; internships must be earned, as with any job.
- **Don't** pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry.
- **Don't** be afraid to ask questions. And **do** be open to learning new skills and methodologies.
- **Don't** forget to take advantage of the Career and Talent Development Department at your college -- they typically have leads to numerous internship opportunities.
- **Don't** ever give up in your internship quest. And **do** exhaust all possible internship leads.
- **Don't** burn any bridges -- even if your internship was not the best.

* Source: www.quintcareers.com

How do I manage a negative internship experience?

- Make sure that you have regular contact with your supervisor. Employers understand that internships are a learning experience, so if you feel that you are not getting what you had envisioned from your experience, or if you are looking for more responsibilities, make sure that you are communicating those concerns with your supervisor.
- It is recommended that before your internship starts, or even in the early stages of your internship, you sit down with your supervisor and complete a Learning Contract (see Appendix). Setting clear goals will enable both you and your employer to set goals and learning objectives for your internship experience. It also serves as a valuable tool for measuring your progress at the half-way point of your internship, as well as during your final evaluation of the experience.
- If you are having communication issues with your supervisor, or you do not feel comfortable bringing certain issues directly to him/her, visit the Career and Talent Development Department, where they can work with you to address those concerns in a professional manner.
- Negative experiences in the work environment can be quite common, so the key thing to remember is that you do not want to react in a way that is going to hurt your reputation moving forward or negatively affect your feelings about the career that you have chosen. There is always a professional way to handle conflicts at work, and the Career and Talent Development Department can help you evaluate your plan.

III. After the Internship

How to network and maintain professional contacts

- **Thanking staff/supervisor**
As soon as you can, send personalized emails or notes to everyone you had the chance to work with over the course of your internship to emphasize your gratitude for the opportunity and experience gained. Failing to properly say thank you before exiting your internship will make you look ungrateful.
- **Conduct Informational Interviews**

This is your last chance to pick everyone’s brain. Write down any unanswered questions you still have. Are you still clueless as to your boss’s back story? Confused about a process in your department? Ask your boss for 5-10 minutes to go over your last questions—and bring a list. While you’re there, it’s probably a good time to ask your boss for his/her thoughts on your performance, and what you might need to improve to succeed in the field.

- **Offer to continue to help**

Volunteer to continue to work on a project you’ve already started, or take on a new one of your own, like a company blog or event idea.

- **Ask for a Letter of Recommendation**

It’s best to mention this with plenty of notice, preferably as part of the, “Just wanted to remind you I’m wrapping up here in two weeks—was there anything you wanted me to finish up for you?” conversation. Don’t worry about seeming too forward—your boss was in your shoes once, and should understand the need for references when you’re starting out. Offer to do a quick write up of projects you worked on to jog his/her memory, and again, give plenty of notice.

- **Stay in Touch**

Out of sight, out of mind—but it doesn’t have to be that way. Adding your contacts to LinkedIn is a nice way to keep them close by, and provides a quick means of contacting them that is less likely to change than email addresses, especially when people change jobs.

As a general guide, try reaching out around 3 times a year, mentioning a development you noticed with the company or a recent career achievement you’ve had. Keep the notes brief, brag-free, and more interested in the reader than yourself. It will keep you fresh in the mind of your boss, which may prompt him to call on you first if an opportunity arises.

Finally: while it’s instinctive to look to higher ups for advancement, keep in mind that your fellow interns will all end up with jobs eventually—quite possibly at a company you’d like to work for too. So keep in touch; you never know where your next opportunity might come from.

* Source: www.vault.com

What do I do with my internship experience?

- **Transferrable skills**

If you are like most people, you have a tendency to forget about all of the great things you have done as more and more time goes by. Do not let this happen to you following your internship experience! The best way to prevent this from happening is to keep a journal or log of your work while you are at your internship. If you did not have an opportunity to do that, you need to set aside time to reflect upon your experiences during your internship, and make note of them. The more details you can record about your internship, particularly the work and projects you were involved in, and your accomplishments, the better. Remember that the skills you gained during

your internship are the same skills that you are going to put on your resume, and highlight while you are hunting down your dream job.

- **Resume building**

When you ask employers what they are looking for in a great resume, they will tell you that they want to see accomplishments, skills (both hard and soft), and the ability to work in a team environment. This means that once you have completed your internship, you need to add that experience to your resume. What did you accomplish there? What skills have you developed that you did not have before your internship? What work or projects were you involved in? Adding that to your resume will bring a great sense of accomplishment, and will motivate you to seek out your next internship! Make sure to visit the Career and Talent Development Department to explore the best strategy for adding your internship to your resume.

- **Self-Evaluation**

So, you have successfully completed your internship experience. First of all, congratulations! The ability to balance school and an internship is not an easy task, and you should be proud knowing that you have made that sacrifice in order to brighten your own career path, and open the door to several new opportunities. An important next step is to evaluate your entire experience and how you feel as a result of it. You may ask yourself the following questions:

- i. What have you learned about your field and what would you still like to learn?
- ii. Has this internship changed your ultimate career goals?
- iii. If you did not like your internship experience, was it the company culture that turned you off or the job tasks?
- iv. If you liked your experience, are you interested in further developing in that field, and how can you do that?
- v. How have you grown from this experience? What areas would you like to improve in for your next professional experience?

Remember that an internship is a learning experience, so it is important that you assess what you have learned about the field you interned in, as well as about yourself. This type of reflection will benefit you immensely, and will give you informed guidance as you make your next career move.

Reporting your internship information

Once you have completed an internship during your time as a student at FIU, make sure to reach out to your Career and Talent Development Department and Academic Department to report your internship. FIU tracks internship experiences, which helps the University grow, and opens up future internship opportunities for the next generation of Panthers. Please help us in this pursuit!

Appendix A:

FIU Career and Talent Development, Internship Checklist

DETERMINE YOUR INTERNSHIP GOALS

- What are your specific career interests?
- What do you hope to gain from an internship? Responsibilities? Compensation? Experience?
- What type of organization are you interested in?
- What industry would be best for your needs?
- Where do you want to have your internship? City? Corporation? Industry? Hometown? In-State? Out-of-state?
- Paid vs. Unpaid? Credit vs. Noncredit?
- Term-time vs. Summer time?
- Part-time vs. Full-time?

INTERNSHIP TIMELINE

- Talk with your department about what kinds of internships would be best to help you gain practical experience in your field. Does your department offer credit for an internship?
- Talk with your University Career and Talent Development Department as well as an Academic Advisor to find out what internship resources are available.
- Write your resume and cover letter and have them checked by your Career and Talent Development Department.
- Attend FIU career and internship fairs to find out about internship opportunities.
- Start networking with everyone you know.
- Start researching internship opportunities. Obtain general information about companies, internship programs, contact people and deadlines.

COMPLETE AT LEAST TWO SEMESTERS BEFORE YOUR INTERNSHIP...

- Be ready to send out your resume and cover letter as companies may ask for these semesters in advance.
- Practice your interviewing skills. Schedule a mock interview, participate in the Practice Interview Program (PIP), and utilize the Interview Stream resource available through your Career and Talent Development Department.

COMPLETE AT LEAST ONE SEMESTER BEFORE YOUR INTERNSHIP...

- Make sure your application is complete for each company where you would like to intern.
- Interview with employers.
- Send thank you letters to employers who gave you an opportunity to interview.
- Decide on an internship that is best for you, and accept an internship offer.

WHAT ELSE YOU CAN DO TO PREPARE FOR AN INTERNSHIP

Attend Career and Talent Development Department workshops, Register on and search with Handshake

- Internship
- Resume & Cover Letter Writing
- Interviewing Skills
- Networking Skills

INTERVIEWING FOR INTERNSHIPS

Before

- Research the organization
- Dress like the serious professional you will soon be
- Rehearse/role play answers to typical questions you may be asked
- Prepare questions to ask

After

- Send follow-up thank you letter
- Make notes about what went well, and where you can make improvements for your next interview

Appendix B: Internship Search Websites

- [GetThatGig.com](#): where young job-seekers (16-21) can find cool summer jobs and internships, as well as learn about extraordinary career paths in all types of industries, from entertainment and education to healthcare and marketing -- and many others. Search for jobs or post your resume. Free to job-seekers.
- [InternshipPrograms.com](#): where internship-seekers can browse an internship database for possibilities and apply for those of interest directly from this site. Internship categories include: advertising/marketing/PR, journalism and communications, government agencies, sports teams and organizations, law firms, and others.
- [SummerInternships.com](#): provides expensive internship options (mostly summer, but expanding into fall and spring) in about 20 locations across the world. The all-inclusive programs include guaranteed internship placement, housing, meal plan, 6 planned weekend activities to the best tourist attractions in the area, a weekly seminar series, and daily transportation to and from work. Fee-based.
- [Monster College](#): Monster College, a part of Monster.com (Monster Worldwide), is a job search site directed specifically at helping “college students and recent grads find their first career.” Apart from searching for jobs, students can also hunt for internships in “government, non-profits, service vocations, start-ups, or the corporate sphere.”
- [Idealist.org](#): Idealist.org is THE place to find non-profit jobs, internships, and volunteer opportunities. As of this writing, the site features 4,047 internship opportunities worldwide with 3,375 of them being in the U.S. The database is updated daily.
- [Internships.com](#): Internships.com considers itself to be the “leading nexus between internships and students, higher education and employers.” Users can browse for internships based on their major, desired location, desired companies, compensation, and time commitment.
- [Indeed](#): Indeed is the “#1 job site worldwide, with over 40 million unique visitors and 1 billion job searches per month.” The website features a free internship search that shows available opportunities from employer websites as well as job boards and allows users to search based on keywords, location, and salary.
- [Intern Web](#): Internweb is a student focused job search website that includes a database containing thousands of internships and entry level jobs. Apart from free internships search, the site also contains informative articles and other resources to help you find and get the perfect internship.
- [InternZoo.com](#): InternZoo.com is a “dedicated online internship database for students across the country” aiming to “enable employers and internship seekers to find each other easily and efficiently” by maintaining postings that are “current and contain accurate information.”
- [Career Builder.com](#): CareerBuilder.com claims to be the “U.S.’s largest online job site that puts over 1 million jobs in front of poised job seekers.” Searches can be narrowed down to find only internships, and can further be categorized based on industry, field, and job type among other relevant preferences.
- [Simply Hired](#): Simply Hired has a simple objective in mind: they want to build “the largest online database of jobs on the planet” so that the process of finding a new job is “a simple yet effective,

enjoyable journey” for the user. The database contains thousands of listings for internship opportunities in virtually every field throughout the country.

- **[Career Rookie:](#)** CareerRookie.com is an employment search website for students that features a database for internships, part-time jobs, and entry-level careers, articles and other resources as well as a videos section containing short clips on a wide range of topics. Additionally, “users can also post resumes, get the latest news on companies and industries, sign up for automatic job alerts, view local career fairs and tap into advice on everything from writing resumes to on-the-job success – all from an entry-level point of view.”
- **[Campus Career Center:](#)** Campus Career Center is dedicated to assisting college students and recent grads find jobs and other employment opportunities. Current college students have the ability to look for internships as well as part-time jobs.
- **[Student Jobs:](#)** Student Jobs is a part of USA Jobs, the federal government’s official site for jobs and hiring information. Student Jobs lists internships, part-time opportunities, and entry level federal government careers throughout the country (and in some cases, abroad).
- **[Experience:](#)** Experience.com is a career website for college students and recent grads. It helps users search for internships and entry level jobs. Experience reports that over 130,000 employers use the website for recruiting purposes.
- **[College Recruiter:](#)** College Recruiter is the “leading job board used by students hunting for internships and recent graduates searching for entry-level jobs and other career opportunities.” Key features of the website include hundreds of thousands of job-postings, “a School Finder feature which matches those interested in continuing their education with hundreds of traditional and on-line schools, and tens of thousands of pages of employment-related content, including articles, blogs, and ask the Experts questions and answers.”
- **[InternJobs.com:](#)** InternJobs.com is a free “global database of internships and entry-level positions.” Users can search for positions in over 60 countries. Furthermore, the website features employment advice and other resources as well as an e-newsletter.
- **[AmeriCorps:](#)** AmeriCorps is an initiative of the US government to get more individuals to volunteer and work to address the critical needs of communities across the nation. AmeriCorps features opportunities with non-profits in a variety of sectors. It requires a part-time or full-time commitment for either a year or a summer. Participants receive a stipend as well as an education award.
- **[Looksharp.com:](#)** Provides internship listings from 30,000 companies from different industries, career advice, industry guides, blogs, articles, and company profiles to help students research the employers.
- **[College Magazine:](#)** College Magazine is the “national daily guide to campus life”. The internships section posts articles highlighting different internship opportunities, and includes a breakdown of what it’s like, what you’ll learn, how to prepare your application, skills that impress them, and perks of working there.
- **[Anyintern.com:](#)** A directory for internships in the US and abroad.

International Internship Sites:

- **Global Experiences**: an international education programs provider, specializing in international internships and work experience abroad, summer internships, fashion internships abroad, volunteer programs, teaching English as a second language, foreign language training, and similar programs. Fee-Based.
- **iHipo**: a combination of social network and job site, iHipo provides young professionals and students the ability to browse through hundreds of international job and internship postings, post a profile, and develop contacts. iHipo stands for international High Potential network. No cost to job-seekers.
- **iTraineeship.com**: where college students and recent graduates can find international experiences -- international traineeships, internships, and graduate business courses. Browse current listings by category. No cost to job-seekers.
- **GoAbroad.com**: GoAbroad.com is the umbrella organization that includes StudyAbroad.com, InternAbroad.com, VolunteerAbroad.com, etc. Thousands of international opportunities can be found for those seeking an experience abroad. GoAbroad.com was designed to link potential travelers with international organizations.

Federal Internship Sites:

- **Washington Center for Internships and Academic Seminars**: through its programs, students can earn academic credit while they gain practical experience, discover professional strengths and weaknesses, and evaluate career paths.
- **HACU**: The HACU National Internship Program also operates out of the Washington, DC, office and places 500 student interns each year with federal agencies in Washington or in field offices around the country.
- **Congressional Hispanic Caucus Institute**: The Congressional Hispanic Caucus Institute (CHCI) is one of the leading Hispanic non-profit and non-partisan 501(c) (3) organizations in the country. CHCI was established in 1978 to help increase opportunities for Hispanics to participate in and contribute to the American policy making process.
- **Washington Internship Institute**: search the database to find vital information on all about academic internships -- mostly in government -- in the Washington, D.C. area.
- **<http://www.dcinternships.org/>**
- **<https://www.usajobs.gov/studentjobs/>**: Student Jobs is a part of USA Jobs, the federal government's official site for jobs and hiring information. Student Jobs lists internships, part-time opportunities, and entry level federal government careers throughout the country (and in some cases, abroad).
- **Call to Serve**: Your source for federal jobs and internships.

TIPS FOR DRAFTING A LEARNING GOALS AGREEMENT

Your learning goals agreement outlines what you intend to learn and accomplish during your internship. It represents an agreement between you and your site supervisor built on mutual intentions and expectations for the internship, both educational and work-related. It also outlines specific strategies for achieving your goals and how your progress will be evaluated.

LEARNING OBJECTIVES:

Internship goals or learning objectives describe what you intend to learn through your internship. Be specific. Are you looking to improve or develop skills or expand knowledge of a particular field? Are you interested in testing a career interest, trying to decide what you want to major in, or in clarifying the direction of your remaining college years?

STRATEGIES:

Describe the specific process for how you will achieve your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you attend related conferences or meetings? Do you plan to interview professionals or experts about careers they have chosen? Have you thought about visiting another organization to get a better perspective? More than one strategy can be used to meet each objective.

EVALUATION METHODS:

Describe how your progress regarding each objective will be measured. How will you know and show others that you have achieved your learning objectives? Will you compile records of your activities throughout the internship (e.g., reports or other written materials you have prepared for the organization, notes on training sessions, staff meetings, or conferences)? Will you ask your supervisor or other people at your internship site to observe you at work and give you feedback and suggestions?

LEARNING GOALS

Learning Objectives (What I intend to learn)	Strategies (Specific processes for achieving my objectives)	Evaluation Methods (How my progress will be measured)

**Appendix D:
Sample Student Intern Information Form**

Student Information:

Name _____ ID# _____
Phone _____ Email _____
Major(s) _____ Minor(s) _____
Term: Fall ___ Spring ___ Summer ___ Year: 20___

Internship Site Information:

Name of Organization _____
Address _____
Site Supervisor Name _____
Site Supervisor Job Title _____
Phone _____ Email _____ Website _____

Additional Details:

Is this a paid internship? Yes ___ No ___ If yes, please list compensation amount _____
How many hours per week will you work? _____
How did you hear about this internship? _____

Brief Description of Duties and Responsibilities:

Intern

Signature _____ **Date** _____

Site Supervisor

Signature _____ **Date** _____

Appendix E: Sample Internship Evaluation by Supervisor

The Career and Talent Development Department at FIU appreciates your willingness to participate in our Internship Program. Your feedback and support is greatly appreciated and will remain confidential. Please complete and return this form to the COS at your earliest convenience.

General Information:

Intern's Name: _____

Supervisor's Name: _____

Supervisor's Title: _____

Agency/Organization Name: _____

Internship Information:

Start date: // End date: // Hours per Week:

Please select the column that best describes the intern's performance during his/her internship:

	Excellent	Very Good	Average	Below Average	Comments
Attendance Attends work regularly and on time					
Production Produces the expected volume of work					
Thoroughness and Accuracy Attentive to detail and gets the job done right					

<p>Initiative</p> <p>Takes initiative on project assignments and offers effective solutions for improving operations</p>					
<p>Written Communication</p> <p>Writes with clarity and uses critical thinking skills</p>					
<p>Interpersonal Communication</p> <p>Articulates ideas and concerns clearly; maintains effective two-way communication with staff, peers, and supervisor</p>					

In reviewing the intern’s Learning Goals proposal, do you believe that the intern has successfully achieved those goals? Please explain.

What suggestions would you offer the intern to enhance his/her career development and future job success?

Appendix F: Sample Internship Evaluation by Student

General Information:

Intern's Name: _____

Supervisor's Name: _____

Supervisor's Title: _____

Agency/Organization Name: _____

Internship Information:

Start date: // End date: // Hours per Week:

Please rate the following statements:	Strongly Agree	Somewhat Agree	Disagree	Strongly Disagree	Not Applicable
I was encouraged to provide feedback and input					
I was treated in a professional manner					
Work assignments and tasks were challenging and stimulating					
I was able to develop positive relationships and a network for future use					
I gained skills and knowledge that will be helpful in the future					
I was able to apply concepts I learned in class in the work environment					
I believe I can get a good reference from someone in this organization					
I feel better prepared to enter the work world as a result of my internship					

Internship Evaluation by Student

How has this internship helped you achieve your learning goals?

Did the internship meet your expectations? Why or why not?

Would you recommend this internship to another FIU student? Why or why not?

Would you be willing to participate in a FIU internship student panel or other program for FIU students?

Appendix G: NACE Career Readiness Competencies

NACE, the *National Association of Colleges and Employers*, defines Career Readiness as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

1

CRITICAL THINKING/PROBLEM SOLVING

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

2

ORAL/WRITTEN COMMUNICATIONS

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

3

TEAMWORK/COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

4

DIGITAL TECHNOLOGY

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

5

LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

6

PROFESSIONALISM/WORK ETHIC

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

7

CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

8

GLOBAL/INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

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