



Internships & Summer Jobs

CBU Career Services

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What is an Internship?

- Temporary work experience of learning while working
- Business, nonprofit, government, or education setting
- Integrated into semester or during summer
- Paid or Unpaid
- Requires faculty sponsor/approval to get academic credit

Related programs: Service Learning/Volunteering, Apprenticeships, Externships/Mentoring/Shadowing

What can I get out of a Summer Job or Internship?

- Gain valuable experience
- Learn general work functions
- Improve communication skills
- Investigate organization culture
- Accomplish personal goals
- Perform positive service
- Build a network of professional contacts

What should I consider when evaluating the Summer Job or Internship?

- Structure of the organization/division/department and environment - Is there a mentoring system in place?
- Organizational culture, management type
- Products made or services provided
- History and past performance, needs/problems
- Ranking and prestige in the industry
- Networking potential and permanent employment opportunities in the future
- Exposure to life on the job as well as structured social events
- Salary/stipend or academic credit and scheduling flexibility
- Adequate working space

How can I find an Internship or Summer Job?

- CareerLinX – www.cbu.edu/career (Register to begin your search)
- Career Service's Resource Library (Internship Books)
- CBU Alumni (Connect with Alumni via LinkedIn)
- Attend an Academic Internship Orientation in order to register for an academic internship
- Networking with personal contacts (family, friends, previous employers, previous teachers, etc.)
- Professional journals/associations/directories
- Career Counselor
- Academic Advisors and Faculty (Departmental Social Media Pages)
- Print Job Postings (Memphis Business Journal)
- Career & Internship Expo (February 18, 2014)
- Career Programs (Pizza & Professionals: Employer Spotlight Series)
- Company Search (Search for Employers of interest via the Employer Directory in CareerLinX or contact Career Services for Doing Business in Memphis database)
- Internet Resources (See other side of this handout for some great sites!)

See a Career Counselor for help and to obtain more information with any part of the process!

Internship/Summer Job Checklist

- ___ Identify my values, interests, personality, and skills to determine what I want to learn.
- ___ Research the places and people that interest me to find out how I can get involved.
- ___ Write & proofread my resume and cover letter, prepare for the interview and follow up.
- ___ Meet with a faculty supervisor in my academic department before accepting the position to get pre-approval and determine the requirements for gaining course credit if possible.
- ___ Commit to the organization in writing, outline learning goals for the position, and complete all paperwork to get started.

During and After my Internship/Summer Job...

- ___ Keep a journal about my experience; write down my reactions and feelings about the job.
- ___ Get a written job description from my supervisor and include it on my revised resume.
- ___ Write a handwritten thank you note to the organization for the experience and keep in contact to build my network for my job search.

INTERNET RESOURCES:

Internships and Summer Jobs for All Fields

Internships –Wetfeet – <http://internships.wetfeet.com/>
Aboutjobs.com – www.aboutjobs.com
4 Internship – www.4internships.com
After College.com – www.aftercollege.com
Campus Career Center – www.campuscareercenter.com
College Grad Job Hunter – www.collegegrad.com
CollegeRecruiter.com – www.collegerecruiter.com
Cool Works – www.coolworks.com
Inroads Inc - www.inroads.org
Institute for Experiential Learning - <http://ielnet.org/>
Internship Programs - www.internshipprograms.com
Intern Web – www.internweb.com
The Princeton Review - www.princetonreview.com/cte/
Summer Jobs.com - www.summerjobs.com
Internships.Com – www.internships.com
NACE-Link Network – Accessible through CareerLinX

International Internships and Summer Jobs

Council on International Educational Exchange – www.ciee.org
European Internships – www.europeaninternships.com
Intern Abroad - www.internabroad.com
Institute of International Education - www.iiepassport.org
Study Abroad.com – www.studyabroad.com

Public/Human Service Internships/Summer Jobs

AmeriCorps - www.americorps.gov
Volunteer Match – www.volunteermatch.org
Everett Public Service - www.everettinternships.org
Habitat for Humanity - www.habitat.org
Idealist - www.idealists.org
International Service for Human Rights - www.ishr.ch
The National Assembly - www.nassembly.org

United Way of America – www.unitedway.org
Good Works – www.essential.org
SocialService.com – www.socialservice.com
Environmental Internships/Summer Jobs
Student Conservation Association - www.thesca.org

Government/Public Service

Institute for Experiential Learning - www.ielnet.org
USAJOBS Student Jobs - <https://www.usajobs.gov/StudentsAndGrads> (Part-time and Temporary jobs with the Federal Government)
The Washington Center - www.twc.edu (Internships and Academic Seminars)
Fund for American Studies - www.dciinternships.org
First Gov - www.firstgov.gov (Do advanced search for “intern” and variations of the same)

Media/Entertainment Internships/Summer Jobs

Academy of Television - www.emmys.com/foundation/internships.htm
Entertainment Careers - <http://www.entertainmentcareers.net/>
Entertainment Jobs - www.4entertainmentjobs.com
Magazine Publishers of America - www.magazine.org
TV Jobs Internships - <http://www.tvjobs.com/intern.htm>

Science & Engineering Internships/Summer Jobs

Students of Engineering - www.wise-intern.org
National Academies - www.nationalacademies.org (search for “internship”)
National Science Foundation - www.nsf.gov (search for “internship”)
Physics and Astronomy - <https://apps.carleton.edu/curricular/physics/jobs/>