THE NUTS & BOLTS OF INTERNSHIPS!
A few things to take away today

What Is An Internship?

How to:
• Find an Internship
• Get Academic Credit
• Get Hired

Questions?
WHAT IS AN INTERNSHIP
“An internship by any other name…
...would be just as awesome of an experience”

- Scottie The Poet
Internships

- Paid or unpaid
- Influenced by major
- Credit or no credit
- Short-term
- Part-time or full-time

Co-ops

- Paid
- Longer-term
- Often full-time
- May have to take 1 or more quarters off
- Extensive training
1. Must be a learning experience that provides the opportunity to **apply knowledge gained in the classroom**

2. The skills/knowledge must be **transferable** to other settings

3. The experience has a **defined beginning and end**

4. There are clearly defined **learning objectives/goals related to the professional goals** of the student
5. There is **supervision by a professional** with educational and/or professional background in the field of the experience

6. There is **routine feedback** by the experienced supervisor

7. Resources, equipment, and **facilities are provided by the employer** to support learning objectives/goals
HOW TO: FIND AN INTERNSHIP
Finding An Internship

Separate into 2-4 groups and come up with a list of places to look for internships

1) ______________________________
2) ______________________________
3) ______________________________
4) ______________________________
Finding An Internship

**Online Database**
- SCOTLink posts internship opportunities for UCR students
- CareerShift through SCOTLink
- Internships.com

**Self-Placement**
- Search company websites for openings and apply
- Find an internship and input the information in your SCOTLink profile
Networking
Who is in your network?

Associations
Join professional associations and receive up to date job/internship opportunities
Build Your Network

Separate into 2-4 groups and come up with a list of people/groups **in your network**
FRIENDS/ FAMILY
- Classmates
- Friends
- Parent/Guardian
- Family Friends

UCR PEERS/ ALUMNI
- Student Organizations
- Campus Events
- Workshops

FACULTY/ STAFF
- Academic Department
- Previous Course Professors
- Club Advisors
- UCR Staff

PREVIOUS EMPLOYERS
- Supervisors
- Mentors
- Co-workers

EVENTS: SAY HI
- Career Fairs
- Panels
- Info Sessions
- Social Events
- Networking Events
- Grocery Stores
“It is important for candidates to utilize social media... it provides them [with a way] to stay in touch with their colleagues, expand their professional network and open themselves up to other career opportunities.”

- Rebecca White, Area Director, Kvaliro (staffing firm)
How To Use Social Media!

1. Follow Internship Pages
   Use social media to follow company internship pages for up-to-date and D.I.T.L. information.

2. Hashtags
   Search hashtags #internlife #hiringinterns #internshipprogram #internship, #universityrelations, etc.

- Twitter
- Instagram
- LinkedIn
Finding An Internship: Internship Programs

UCDC
UC Washington Academic Internship Program

HACU
Working Adventures Worldwide

INROADS
Preparing a new generation of leaders

SEO
STATE INTERNSHIPS:

UC SACRAMENTO

JOURNALISM

PUBLIC POLICY

INTERNSHIP PLACEMENT BASED ON INTEREST

TRANSFER TO UC DAVIS FOR THE QUARTER AND EARN 14 UNITS OF UPPER DIVISION CREDIT

HTTP://UCCS.UCDAVIS.EDU/
NATIONAL INTERNSHIPS: UCDC

ACADEMIC CREDIT
12-16 upper-division units with a focus on the internship

WORK EXPERIENCE
Unlimited internship options for any major
Opportunity to network with professionals in your field

TRAVEL
Tours, trips and events
Finding An Internship: In-Person Resources

**Employer Featured Events** (Ex: Kohl's, Target, Geico, Microsoft, etc.)

**Student Organizations** (Over 400 existing student organizations!)

**Develop Your Own Internship**

**Career Center Job Fairs & Employer Panels**

**Frequent Events**

- Career Discovery Series
- Information Sessions/Tables
- Job Fairs
- Now Hiring Interns
Track Your Internship Search And Stay On Top Of Your Progress

<table>
<thead>
<tr>
<th>Company</th>
<th>Position</th>
<th>Deadline</th>
<th>Method of Contact</th>
<th>Date</th>
<th>Follow-up</th>
<th>Result</th>
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HOW TO: GET ACADEMIC CREDIT
Secure Internship Placement

Pick up 198-I Registration Form from Career Center

Enroll in 198-I, 198-G, 298-I, or 398-I

- Enroll in course as an add registration after internship placement and paperwork is completed
- Not available in all major departments
### Getting Academic Credit: 198I / 298I / 398I Form

**Internship Information**

- **Internship for**
  - Internship Title
- **Type of Internship**
  - 198I/298I/398I
- **Student ID/NAME**
  - College of Humanities, Arts, and Social Sciences
- **Permanently Address**
  - Permanent address
- **Instructor's Name**
  - Instructor's name
- **Number of Units**
  - Number of units
- **Instructor's action number**
  - Instructor's action number
- **Site Supervisor**
  - Site supervisor
- **Job Address**
  - Job address
- **Signed Date**
  - Signed date

**Description & Signatures**

- **Internship Proposal**
  - Objectives of internship, duties, responsibilities, and nature of work to be performed
- **Student's Signature**
  - Student's signature
- **Site Supervisor's Signature**
  - Site supervisor's signature
- **Career Service Center Internship Coordinator's Signature**
  - Career Service Center Internship Coordinator's signature

**Academic Components of Internship**

- **Required Approvals**
  - Course Instructor's signature
- **I certify that this program meets Academic Senate guidelines**
  - Date

**Approved by**

- **Instructor's Signature**
- **Date**

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*UCRiverside Career Center*
Getting Academic Credit: LEARNING AGREEMENT

Learning Agreement if NOT seeking academic credit

For your protection & documentation

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### Internship Program Learning Agreement

For students who are not seeking academic credit.

Complete and return to: Career Center - Internship Program, Veitch Student Center, NW Wing
Riverside, CA 92521-0211 (951) 827-3831 Fax (951) 827-3447

THIS FORM MUST BE SUBMITTED WITHIN TWO WEEKS OF START DATE

<table>
<thead>
<tr>
<th>STUDENT INFO</th>
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<tbody>
<tr>
<td>Student’s ID Number:</td>
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<tr>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
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<tr>
<td>City:</td>
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<tr>
<td>Local Phone:</td>
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<th>EMPLOYER INFO</th>
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<tr>
<td>Agency Name:</td>
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<td>Address:</td>
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<td>City:</td>
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<tr>
<td>Name of Supervisor:</td>
</tr>
<tr>
<td>Check one: ( ) Internship ( ) Co-op Quarter: ( ) Fall ( ) Winter ( ) Spring ( ) Summer</td>
</tr>
<tr>
<td>Duration of Agreement: From ___ To ___</td>
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**INTERNERSHIP PROPOSAL:** (include learning objectives of the internship, duties, responsibilities, and nature of work to be performed)

### REQUIRED SIGNATURES

| Student Signature Date | Site Supervisor Signature Date | Internship Coordinator Date |

*Students seeking academic credit must use the 198-form*
HOW TO: GET HIRED
Resume

• Customize Your Resume
• Drop-Ins
• Workshops: General & Specialized

Interview

• Mock Interview on SCOTLink
• Interview Skills Workshop
• On-Campus Interviews

Be aware of deadline dates!
Beware of Job Fraud

Learn the red flags to look out for in your job search.

They’re asking you to shop for them
A position in which you are offered income in exchange for the use of your bank account. Typically, we are asked to deposit a check (sometimes for thousands of dollars) and then purchase gift cards and other items, keeping a portion for yourself.

You have to send them money
Be wary if a potential employer asks you to send them payments by wire transfer or cashier.

The job sounds too good to be true
Be skeptical if a potential employer offers a large salary for very little work — especially those that promise thousands of dollars of income per month with little or no experience required.

The job they offer isn’t the one you applied for
Be wary if a company posts a position and then changes it to something else when they contact you.

They won’t meet you in person
Make sure there is some face-to-face interaction with the hiring manager and that communication is not done strictly over phone or email before accepting the job.

You can’t verify their information
Google the employer to see if an active exchange exists. Make sure your contact’s email uses a company domain, not a personal domain like Gmail. If still in doubt, call the contact on the main company number. If unable to speak directly to contact, do not proceed in applying.

They are asking for personal information
While it’s standard to share your full name and contact information with a potential employer, be wary if asked to give credit card, bank account, driver’s license, passport or birth certificate information BEFORE you are hired.

You’ll be working from home
While there are legitimate opportunities for individuals to work from home, be sure to research the company and position in advance of applying.

If you have questions about fraudulent jobs, please contact (951) 827-3631.
If you are a victim of fraud, please contact UC Police Department at (951) 827-5222.

UCR Career Center
Questions?

THANK YOU
Where Can You Find Us?

**Location:** We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

**Hours:**
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

**Web Site:** careers.ucr.edu

*Individual counseling appointments available by calling: (951) 827-3631*

**Drop-In Hours:**
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm