

INTERNSHIPS

WHAT, WHY & HOW?

What Is An Internship?

- Offers learning experiences outside of the classroom.
- Provides an opportunity to help you "test drive" a possible career path.
- Allows you to connect your academic experience with the professional work world.
- Can be paid or unpaid, part-time or full-time, and for credit or no credit.

Why Intern?

- Gives a competitive edge in employment after graduation.
- Helps in career decision-making.
- Facilitates networking contacts.
- May provide financial assistance.
- May allow you to receive academic credit.
- Learn effective job search, resume writing and interviewing techniques.
- Has the potential to convert into a full-time career.

How Do I Get Started?

- Attend a "Nuts & Bolts of Internships" workshop.
- View our virtual workshop at careers.ucr.edu.
- Create a resume and cover letter tailored to fit each position of interest.
- Brush up on your interviewing skills with our Mock Interview tool via SCOTLink.
- Learn from and network with former interns at our "Former Interns Tell All" panel.
- Utilize SCOTJobs, CareerShift and other databases to search for internships.
- Attend events such as our "Internship & Non-Profit Career Fair" or "Now Hiring Interns."
- Utilize your network and social media skills to find or create internship opportunities.
- Meet with a Career Counselor for additional insight and feedback.



I Have An Internship, Now What?

- Protect yourself by documenting your experience and setting clear expectations.
- If you're not seeking academic credit, submit a Learning Agreement form. Forms are available at the Career Center and at careers.ucr.edu (Keywords: learning agreement).
- If you're seeking academic credit, pick up a 198-I form from the Career Center. Please note that academic credit will require approval from your academic department.

Make The Most Of Your Internship!

- Be curious. This is a learning opportunity.
- Think of it as an extended interview – go above and beyond!
- Make yourself indispensable by taking on more responsibility.
- Network and build connections by discussing your career goals with colleagues.
- Be sure to get a letter of recommendation at the end of your internship.