

# INTERNSHIPS

## WHAT, WHY, & HOW?

### What Is an Internship?

- 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 elective job search, resume writing, and interviewing techniques.
- Has the potential to convert into a full-time career.

### How Do I Get Started?

- Attend an All About Internships workshop.
- View our virtual workshop at [careers.ucr.edu/resources/online-workshops-and-resources](https://careers.ucr.edu/resources/online-workshops-and-resources).
- Create a resume and cover letter tailored to fit each position of interest.
- Utilize Handshake, LinkedIn, and other databases to search for internships.
- Attend any of our Career Fairs for networking opportunities.
- Utilize your network and social media skills to find or create internship opportunities.
- Meet with a career specialist for additional insight and feedback.



### I Have an Internship, Now What?

- Protect yourself by documenting your experience and setting clear expectations.
- Forms are available at [careers.ucr.edu/students/internship#suggested\\_documentation](https://careers.ucr.edu/students/internship#suggested_documentation).
- If you're seeking academic credit, complete an Internship Placement Form found at [careers.ucr.edu/students/internship#how\\_do\\_i\\_receive\\_academic\\_credit](https://careers.ucr.edu/students/internship#how_do_i_receive_academic_credit) and you will receive an electronic 198-i form. 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!
- Identify areas for improvement and speak with your supervisor to see if you can do a special project!
- 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.
- View our recorded *Maximizing Your Internship* workshop at [careers.ucr.edu/resources/online-workshops-and-resources](https://careers.ucr.edu/resources/online-workshops-and-resources)

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (12/25)

