

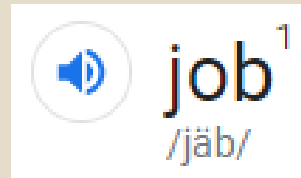
K-STATE POLYTECHNIC CAREER SERVICES

INTERNSHIPS

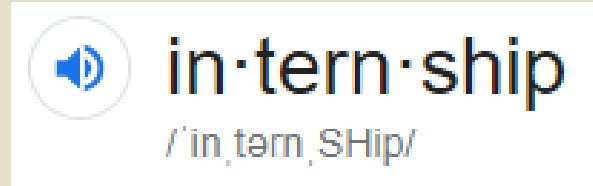
AN ASSET TO YOUR CAREER



INTERNSHIP VS. JOB



A paid position of regular employment; a task or piece of work, especially one that is paid. (Oxford Online Dictionary)



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. (NACE)



BENEFITS TO CAREER

- NOTHING BEATS REAL WORK-RELATED EXPERIENCE. PERIOD.
- 60% OF THE TIME, A PAID INTERNSHIP TURNS INTO A JOB OFFER
- STUDENTS WHO PARTICIPATE IN INTERNSHIPS RECEIVE MORE JOB OFFERS
- THE MAJORITY OF COMPANIES WHO HIRE INTERNS HAVE THE GOAL TO CONVERT THEM INTO FULL-TIME EMPLOYEES
- GROW YOUR PROFESSIONAL NETWORK--WHO YOU KNOW IS AS IMPORTANT AS WHAT YOU KNOW
- EXPLORE YOUR CAREER PATH AND GAIN PROFESSIONAL FEEDBACK
- BROADEN YOUR HORIZON AND GAIN NEW IDEAS
- SHORT-TERM WAY TO HELP GUIDE YOUR CAREER DIRECTION
- FOSTER PROFESSIONAL GROWTH
- BUILD UPON CLASSROOM KNOWLEDGE AND IMPROVE TRANSFERABLE SKILLS
- ACQUIRE REFERENCES IN YOUR FIELD

INTERNSHIPS

TYPES OF INTERNSHIPS

PAID OR UNPAID

Internships at private companies or large organizations are more likely to be paid. Payment can be salary or an hour wage and in some cases, students may receive a lump sum or stipend

LIMITED TERM

While summer internships tend to be the most popular time to complete an internship, students can choose to work during a semester, over an academic year, or even winter break.

COLLEGE CREDIT

Schools often give students the opportunity to earn credits from completing an internship. Some programs even require an internship in order to complete the degree.

MICRO-INTERNSHIP

Also known as externships or job shadowing, are much shorter than other internships—lasting only a few days to a few weeks. Usually these involve working on only one or two company projects.

SERVICE LEARNING

Students work at a community organization or non-profit with specific goals they are expected to meet during their time there. These are always unpaid.

K-STATE INTERNSHIPS

INTERNSHIPS FOR COLLEGE CREDIT

- ADDED TO COLLEGE TRANSCRIPT, RECEIVE A GRADE FOR COURSE
- GREATER PROFESSIONAL DEVELOPMENT
- INTERNSHIP COORDINATOR CAN ASSIST IN FINDING & APPLYING FOR INTERNSHIP
- GREATER ACCOUNTABILITY FOR OUTCOMES
- OBJECTIVES CREATED WITH FACULTY MENTOR & EMPLOYER, APPROVED BY INTERNSHIP COORDINATOR
- INTERNSHIP COORDINATOR SERVES AS MENTOR--COORDINATING, MONITORING AND EVALUATING THE INTERNSHIP AS APPROPRIATE
- INTERNSHIP COORDINATOR CAN HELP MEDIATE ANY EMPLOYER/STUDENT CONFLICT OR ISSUES THAT MAY ARISE

INTERNSHIP PROCESS FOR COLLEGE CREDIT



1. Find an internship
2. Visit with Academic Advisor
3. Enroll in Pre-Internship Course (zero credit, zero cost)
4. Meet with Director of Career Services
5. Complete Pre-Internship Course
6. Enroll in Internship Course
7. Begin Internship
8. Make final presentation on internship to Internship Coordinator and other interested individuals
9. Internship is completed

*International students have additional requirements to complete

Where to Find Internships

ORGANIZATION WEBSITES

Most companies list open positions on their websites. Start here if you already know what organization you would like to work for.

ONLINE JOB SITES

Include a wide array of internships; usually allow you to search by some specified criteria. Often you can upload your resume.

PERSONAL NETWORK

A friend, relative or acquaintance can impact you obtaining a job or tell you about a new position you might be interested in.

CAREER SERVICES

Resource for preparing for and obtaining a job. Employers reach out to this office for help recruiting students.

Sites to Find Internships & Advice





Join Handshake, K-State's recruiting and career services platform for K-State students.

Students can use Handshake to easily apply for part or full-time jobs, connect with employers, search for jobs and internships, review career fair/event information, and manage on-campus interviewing.

<https://www.k-state.edu/careercenter/handshake/>

Sarah Werner · 785.826.2984 · sarahdwerner@ksu.edu

It's never too early to start—take charge of your career, schedule a career services appointment today!

LANDING AN INTERNSHIP

RESUME

An internship resume should be targeted to the kind of position you are looking for. While it should include information on past work experience, the internship resume should really showcase the skills and knowledge you have about the industry—especially if you don't yet have work experience in that area. Including information about school projects, extracurricular activities, and volunteering related to the field that you are interested in will be sure to catch a hiring manager's attention.

COVER LETTER

Similar to the resume, the internship cover letter should be targeted toward the industry you want to get into. In addition, you should use this space as an opportunity to really sell yourself, and demonstrate knowledge of the industry and interest in a specific organization. It's best to do research on each company and tailor a cover letter accordingly. A generic cover letter will not be enough to land an interview; in order to stand out from other applicants, you should be as industry and company specific as possible.

LANDING AN INTERNSHIP

NETWORKING

By building a professional network, you will make contacts that can help you land an internship. Ideal places for making these connections include professional events geared toward a specific industry, as well as school-sponsored career fairs or alumni activities. You can also connect with graduates from your school and other professionals in your field on LinkedIn, which will give you the opportunity to immerse yourself in a community of people who can give leads on internship opportunities.

INTERVIEW

Landing an interview is only half the battle. In order to land an internship, you will need to practice your interviewing skills. Research the company you're meeting with and incorporate what you learned into the conversation to show the hiring manager you're serious about interning there. It's also important to prepare answers for the most common interview questions and practice their delivery. Interview help is available from K-State's career services, as well as a number of online resources that give sample interview questions and answers.

LANDING AN INTERNSHIP

BRANDING

With online activity becoming increasingly important to employers, students can differentiate themselves from other applicants by branding on social media sites. Showing off expertise through Twitter, LinkedIn, or Facebook posts related to your major is a great way to create a personal brand that augments your resume.

"Your brand isn't what you say it is, it's what Google says it is."



WHAT ARE COMPANIES LOOKING FOR?



Critical Thinking/
Problem Solving

Oral & Written
Communication



Leadership

Teamwork/
Collaboration



CAREER READINESS COMPETENCIES



Global &
Intercultural Fluency

Work Ethic/
Professionalism



Career
Management

Digital
Technology





INTERNSHIP FAQ'S

When should I start looking for an internship?

IT TAKES TIME TO FIND THE RIGHT INTERNSHIP, START DOING RESEARCH ABOUT TWO SEMESTERS BEFORE YOU PLAN TO BEGIN ONE. ALSO, THERE CAN BE A LOT OF COMPETITION FOR INTERNSHIPS, SO IT'S BEST TO PUT IN YOUR APPLICATIONS AS EARLY AS POSSIBLE. SOME INTERNSHIPS EVEN HAVE APPLICATION DEADLINES MONTHS IN ADVANCE OF THE START DATE.



INTERNSHIP FAQ'S

How long do internships last?

THE LENGTH OF AN INTERNSHIP IS FLEXIBLE AND CAN BE NEGOTIATED WITH AN EMPLOYER AND THE INTERNSHIP COORDINATOR (IF COMPLETING THE INTERNSHIP FOR COLLEGE CREDIT). HOWEVER, GENERALLY INTERNSHIPS LAST THE COURSE OF A SEMESTER (15 WEEKS). ALSO, STUDENTS MAY GET INTERNSHIPS THAT LAST THROUGHOUT AN ENTIRE SUMMER, OR DURING WINTER BREAK.



INTERNSHIP FAQ'S

How many hours do I need to put in at my internship?

IF YOU ARE RECEIVING COLLEGE CREDIT FOR AN INTERNSHIP, YOU WILL NEED TO PUT IN A TOTAL OF 38 HOURS FOR A 1 CREDIT INTERNSHIP OR 113 HOURS FOR A 3 CREDIT INTERNSHIP. IF YOU ARE DOING THE INTERNSHIP OVER A SEMESTER (15 WEEKS) YOU ARE LOOKING AT ROUGHLY 3 HOURS A WEEK FOR A 1 CREDIT INTERNSHIP OR ROUGHLY 8 HOURS A WEEK FOR A 3 CREDIT HOUR INTERNSHIP. IN ADDITION, THERE IS SOME ADDITIONAL WORK—SUCH AS KEEPING JOURNALS AND MAKING A FINAL PRESENTATION—TO SUCCESSFULLY EARN INTERNSHIP CREDITS. IF YOU ARE NOT RECEIVING COLLEGE CREDIT FOR YOUR INTERNSHIP, THE AMOUNT OF HOURS YOU WORK IS BASED ON THE AGREEMENT THAT IS MADE WITH YOUR EMPLOYER. GENERALLY, IN ORDER TO JUGGLE THE RESPONSIBILITIES OF YOUR COURSEWORK AND EXTRACURRICULAR ACTIVITIES WITH THE INTERNSHIP, STUDENTS ARE ADVISED NOT TO WORK MORE THAN 20 HOURS PER WEEK.



INTERNSHIP FAQ'S

Can I do more than one internship?

YES! COMPLETING MORE THAN ONE INTERNSHIP CAN BE BENEFICIAL AS IT INCREASES YOUR WORK EXPERIENCE AND PROFESSIONAL NETWORK. COMPLETING MULTIPLE INTERNSHIPS WILL GIVE YOU ACCESS TO MORE PEOPLE WHO CAN PROVIDE LETTERS OF RECOMMENDATION DURING THEIR JOB SEARCH. IF YOU DECIDE TO DO MORE THAN ONE INTERNSHIP, HOWEVER, YOU DO NOT NEED TO ENROLL IN THE ACADEMIC INTERNSHIP CLASS MORE THAN ONCE!



INTERNSHIP FAQ'S

Should I add my internship to my resume?

YES! ALTHOUGH SOME PEOPLE THINK THAT INTERNSHIPS DO NOT COUNT BECAUSE THEY ARE NOT "REGULAR" JOBS, ANY WORK EXPERIENCE THAT STUDENTS GAIN DURING THEIR TIME IN COLLEGE IS IMPORTANT FOR FUTURE EMPLOYERS TO KNOW ABOUT. ADDING INTERNSHIP EXPERIENCE TO YOUR RESUME IS AN EXCELLENT WAY TO SHOWCASE HOW YOU USED YOUR TIME IN COLLEGE WISELY.



INTERNSHIP FAQ'S

What is expected of me as an intern?

TREAT YOUR INTERNSHIP AS IF IT WERE YOUR FIRST FULL-TIME JOB OUT OF COLLEGE, AND IN THE FIELD YOU WANT TO GO IN TO. SHOW UP ON TIME, DRESSED APPROPRIATELY, AND EXPECT TO DO WHAT THEY ASK YOU TO DO (INCLUDING RUNNING TO STARBUCKS). YOU NEED TO SHOW THAT YOU'RE THERE TO LEARN AND CONTRIBUTE. THEY DON'T WANT YOU TEXTING, THEY DON'T WANT YOU ON THE PHONE WITH YOUR FRIENDS SETTING UP YOUR GOLF GAME ON SATURDAY. YOU ARE NEARLY ALWAYS BEING WATCHED BY BOTH YOUR SUPERVISOR AND OTHERS WHO WORK AT THE COMPANY. YOUR GOAL IS TO MAKE THE MOST POSITIVE IMPRESSIONS ON AS MANY PEOPLE AS POSSIBLE, INCLUDING EVERYONE FROM YOUR BOSS TO THE ADMINISTRATIVE ASSISTANT WHO GREET'S YOU EVERY MORNING. ANY ONE OF THEM CAN BE A HIRING MANAGER, AN INFLUENCER, OR A NAYSAYER. IT'S IMPERATIVE TO BE YOUR BEST SELF EVERY SINGLE DAY OF THE INTERNSHIP.