

THE GUIDE TO INTERNSHIPS



Finding a full-time position right after graduation can be a real challenge especially without any experience. Many positions require you to have past professional experience; however in order to gain this experience, you must be working in the field. Seems impossible? It's not! Internships are the perfect solution.

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WHAT IS AN INTERNSHIP?

An internship is defined as “any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience” (*National Society for Experiential Education*). An internship is your first chance to gain real life experience in your desired field, and utilize your academic skills in a real life work environment. Internships can vary in duration and may last anywhere from two weeks to a full academic year. They can also take place in most professional settings, and can be considered both full and part-time commitments. Participating in an internship opportunity can help you develop and enhance skills that are desirable to employers.

WHY PARTICIPATE IN AN INTERNSHIP?

There are many reasons for you to complete an internship. According to a survey conducted by NACE (*National Association of Colleges and Employers*):

- Nearly 90% of eligible returning interns received an offer of full-time employment, and nearly 90% of those accepted.*
- 43.5% of non-returning interns were offered a job with their internship employer.*
- 86% of non-returning interns were highly likely to accept the offer.*
- Approximately 58% of returning co-ops received job offers *
- About 95% of employers are looking for college graduates with [internship] experience.
- Approximately 83% of employers stated that their internship program was actually *designed* to help them recruit entry-level hires.
- Overall, employers reported converting an average of 51.7% of their eligible interns into full-time hires, in line with the 51.2% conversion rate reported in the 2014 iteration of the survey.”*

Sources: *National Association of Colleges and Employers (NACE)* • * *2015 Internship and Co-Op Survey*

BENEFITS OF AN INTERNSHIP

GAIN VALUABLE WORK EXPERIENCE

Get the necessary skills and experience you need to get a job after graduation.

APPLY YOUR EDUCATION

Put academic knowledge to practice in ‘real world’ situations.

BUILD YOUR RESUME

Develop and enhance skills that will make you marketable to employers.

EXPAND YOUR NETWORK

Meet people who may be able to help you land a job later on.

GAIN A COMPETITIVE EDGE

Be able to showcase professional experience.

'TEST DRIVE' A CAREER

See if this is the right career for you without committing to a full-time position.

GAIN CONFIDENCE

Gain the confidence to work in the ‘real world’ after graduation.

TRANSITION INTO A JOB

Explore the possibility of full-time work after your internship has concluded.

TYPES OF INTERNSHIPS

PAID INTERNSHIPS

Some companies and organizations offer pay to the student for completing an internship with them. These positions are harder to find, however, they are out there.

FOR CREDIT INTERNSHIPS

The most common forms of internships offer course credit that will be included on your college transcript. ***It is important to check with your academic department to make sure you meet all academic requirements.***

SUMMER INTERNSHIPS

Students are able to participate in internships over the summer even if they are not local to Iona. Many of these opportunities are paid. However, if they are for course credit, ***you must contact your academic department for approval.***

EXTERNSHIPS

According to the National Association of Colleges and employers (NACE), “externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job”. Longer term (6-12 months) experiences spent with a professional who currently works within the organization are required for doctoral programs for clinical psychology and related industries. Often offered by educational institutions, externships give students practical experiences, while being supervised. Although similar to an internship, it is often much less of a commitment. Duties and specific time frames vary depending on the industry. For instance, year-long terms may be required for clinical counseling doctoral programs, science/medical, and law.

Source: National Association of Colleges and Employers (NACE)

VOLUNTEER

This type of opportunity is not for credit or pay, but for personal experience only. These can be done within many types of agencies such as charities, religious organizations or even hospitals.

STIPEND OR VOUCHER

Many organizations will offer a stipend, which can be a lump sum payment for your time. The stipend or voucher can be given at the end of the semester or as a monthly payment. The amount of the stipend is usually discussed prior to starting work. Vouchers are also often offered for travel or lunch expenses.



KNOW WHAT YOU WANT

Before starting your internship search, sit down and identify what type of position you are looking for. It is important to:

- 1) Identify main career areas that may interest you
- 2) Speak to your Academic Advisor to obtain information on credit-based options, requirements and guidelines, and potential internship contacts
- 3) Make a list of possible internship opportunities you wish to research
- 4) Determine how many hours you are able to commit to an internship opportunity. Consider your class schedule to calculate the number of hours you are available.

BEING PREPARED

When applying for an internship it is important to prepare yourself with all the professional documentation that you may need. Career Advisors are available to assist you throughout the process.

COVER LETTER:

A cover letter is a crucial part of the application process especially when searching for an internship. This is the chance for you to promote your skills beyond your resume and to tell a bit of your story to the employers. It's important to keep this document to one page max, and focus on how you are qualified for the position. The Cover Letter itself should consist of three parts: what position you are applying for, how you are qualified, and requesting further action (interview).

RESUME:

A resume is required for most application processes for internships. Meet with a Career Advisor to make sure that your document is positively marketing you to employers. If you do not have any prior professional experience, you may want to showcase things such as 'Relevant Coursework', 'Special Projects' or even skills such as research ability, or computer proficiency. The resume should show how you are qualified, serve as a timeline of your past and present work/academic/volunteer experience.

MOCK INTERVIEW:

The Gerri Ripp Center for Career Development offers Mock Interview sessions to students who are interested in being prepared for future interviews. Students can walk through the interview with a Career Advisor, reviewing sample questions, organizing thoughts, and recognizing distracting nonverbal behavior. Also, learn the best way to follow up and send a Thank You letter. It is highly recommended that students participate in at least one Mock Interview session or workshop.

FINDING AN INTERNSHIP

ONLINE INTERNSHIP RESOURCES

Below is a list of web-based resources to help you find an internship. Take a look at the sites listed below, and browse through various opportunities. Keep in mind that the Gerri Ripp Center cautions you against becoming a member of any website that charges students membership fees to search available postings. Many sites may ask you to “register” or “log-in” but make sure there is no cost to you.



GAELINK

Iona’s Online Career Management System. 24 web-based access to:

- Search and view employers, jobs and internships
- Upload and send resumes to employers
- Register for career workshops and events
- Receive e-mails on career/internship opportunities and events
- Create job search agents which send jobs to you!

To access GAELink, either visit the Career Development homepage and find the link on the right hand side or go to <http://iona-csm.symplicity.com/students>. GAELink updates occur everyday! When an employer calls the office with an available position we direct them to the system to post. When searching through the postings, beware of being too specific in your search fields, since employers may not have been.

Tips on how to navigate GAELink...

Once logged on, to begin looking for internships click on the ‘Jobs’ tab located on the top toolbar. You will notice 3 tabs will show up: ‘GAELink Jobs’, ‘My Job Applications’, and ‘NACELink Network’.

- NACELink is a national database which can be used if you are looking for a position in a different state, while GAELink has more local postings in the Westchester, NYC, CT, and NJ areas.
- If looking for a local internship, choose GAELink.
- There are many search fields for you to choose through when looking for an internship. Clicking on either the ‘Advanced Search’ or the ‘Internships’ tab can be helpful, and by utilizing the ‘keyword’ function, you can type in a variety of terms. An example would be if you’re looking for a position in Psychology, keywords such as ‘Psychology’, ‘Human Services’, ‘Counseling’, ‘Therapy’ can prove to be successful.

If you are still having trouble navigating through GAELink, please contact our office or stop by to pick up one of the GAELink cards with a list of Frequently Asked Questions (*also available online*).

ONLINE RESOURCES, CONTINUED

LINKEDIN.COM

This is the world's largest professional network with 300 million members in over 200 countries and territories around the globe. Joining this site will give you access to people, jobs, news, updates, and insights that help you make connections with experts within your industry.

GLASSDOOR.COM

The fastest growing jobs and recruiting site which holds a growing database of more than 8 million company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos and more. No other site allows you to see which employers are hiring, what it's really like to work or interview there, and how much you could earn.

INDEED.COM

This is the #1 job site worldwide, with over 180 million unique visitors per month. Indeed.com provides job seekers with free access to millions of jobs from thousands of company websites and job boards.

INTERNSHIPPROGRAMS.COM

Search an extensive database of internships, read internship reviews, research companies and industries. Both local and national.

TWC.EDU

The Washington Center offers internships and academic seminars in Washington DC for all majors. The program offers college credit. Housing is available.

IDEALIST.ORG

The site has listings for internship, job, and volunteer opportunities along with information on national and local career fairs and events.

INTERNSHIPS.COM

An internship site that is searchable by geographical region or keyword. Offers 50,000 internship positions from over 2,500 U.S. employers. This is the world's largest internship marketplace bringing students, employers and higher education institutions together in one centralized location.

COLLEGEGRAD.COM

Online resources to help you make the transition from school to work, as well as postings for full-time and internship positions.

CAMPUSCAREERCENTER.COM

View 6,000+ internships by searching through various locations and industries.

FINAL TIPS

Additional internship related sites, as well as web listings broken down by industry are available on the Career Development homepage, under the 'Student Services' tab. Select the "Internships" tab, then "Internship Web Site Links". It may also be helpful to try:

- Specific Company Websites
- Department Bulletin Board Listings
- Department Internship Coordinator
- OCR/Resume Referral (*CD Office*)
- Professors within your department
- Utilize your network leads
(*Friends, Family, Family Friends, etc*)

ACADEMIC DEPARTMENT CONTACT LIST

SCHOOL OF ARTS & SCIENCE

DEPARTMENT	PHONE #	LOCATION
Biology	914-633-2235	Cornelia Hall
Chemistry	914-633-2237	Cornelia Hall
Computer Science	914-633-2578	Murphy Hall
Criminal Justice	914-633-2228	Driscoll Hall
Economics	914-633-2215	Spellman Hall
Education	914-633-2210	80/82 President Street
English	914-633-2410	32 Hubert Place
Foreign Languages	914-633-2425	6 President Street
History	914-633-2433	10 President Street
Mass Communications	914-633-2229	Murphy Center
Mathematics	914-633-2397	Spellman Hall
Philosophy	914-633-2394	Spellman Hall
Physics	914-633-2236	Cornelia Hall
Political Science	914-633-2431	45 Beechmont Drive
Psychology	914-637-7788	Doorley Hall
Religious Studies	914-633-2570	Spellman Hall
Social Work	914-633-2471	Health Studies House
Sociology	914-633-2457	84 President Street
Speech Communication	914-633-2168	18 President Street

HAGAN SCHOOL OF BUSINESS

Accounting	914-633-2267	85 Beechmont Drive
Finance	914-633-2129	115 Beechmont Drive
Information Systems	914-633-2691	19 Montgomery Place
MGT, Bus. Admin	914-633-2262	91 Beechmont Drive
Marketing/ Int'l Business	914-637-2751	91 Beechmont Drive

**Academic Advisors can help you determine if you are eligible to participate in an internship position for credit. Additionally, professors within your area of study may have connections or contacts for internships. Please check with your academic department for any new leads.*

INTERNSHIP ETIQUETTE

Internships are often the first time that a student ventures into the professional world, beyond the college campus. Although at this point, many young adults feel that they are ready to take on anything, however it is important to know that the rules on campus are drastically different from the rules as an intern. When working as an intern, employers do not expect you to act like a student, but instead more like one of their full-time employees. Learn how to behave in a professional manner that is expected at each organization by observing your coworkers and paying close attention company protocols.

Here are some things to keep in mind....

1) POSITIVE FIRST IMPRESSION

You only get one chance to make a first impression, so practice your firm handshake and make it right. Make sure to be friendly, smile and show your enthusiasm.

2) PUNCTUALITY

Employers may not recognize when you are on time, but they will notice when you are late. Be punctual, and if you cannot be, notify them immediately to show that you hold yourself accountable for lateness.

3) DRESS THE PART

When on your interview, take a mental note of how the employees are dressed.
Helpful tip: Model your dress after your supervisor.

4) CONSULT WITH YOUR SITE MANAGER

Identify the site supervisor and work with them to determine your goals and their expectations for the internship: What will you learn? How will you help the department? What are your goals?

5. ESTABLISH RELATIONSHIPS WITH COLLEAGUES

Be aware of expectations. Ask questions when you are unsure.

6. INITIATIVE

Remember that you are participating in an internship to learn and expand your skills. Take special care to stand out and show initiative by extending yourself, offering ideas, and taking part in as much as you can.

7. RESPECT

Always show respect for the organization and its employees. Aside from common decency, you never know who you will run into again in the future. Your co-worker today, may become your supervisor later.

8. GOSSIP

Avoid being involved in any gossip or drama at the workplace. Stay FOCUSED and form your own opinions based on personal interactions not what you may have heard.

9. POLICIES

Be aware of all rules and regulations (view employee handbook) including how to handle personal calls, how to call out if sick, computer use, etc.

10. WHO/WHAT YOU ARE REPRESENTING

Keep in mind that you are not only representing yourself, but also Iona College. Think about how you and your college should be portrayed and live the mission throughout your time at an internship site.

FREQUENTLY ASKED QUESTIONS

When should I start searching for internships?

While most students begin searching for internships at the end of sophomore year, you can start at any time in your college career. If you wish to work for academic credit, you must check with your academic department to make sure that you are eligible. Generally, employers seek candidates a semester in advance. So if you want a spring internship, begin your search the prior fall semester.

Can I go to school full time, work and complete an internship?

It is possible to participate in an internship while going to school and working part-time. Look at the requirements for each specific internship position to see how many hours they require. Most organizations realize that you are in school and are flexible with scheduling. It is helpful to know your schedule prior to the interview so that you can let employers know your availability.

Am I limited to only one internship?

Internships are crucial in gaining professional experience while you are still an undergraduate. Although some majors may only offer a certain amount of credits for these opportunities, you may participate in more than one which is often recommended. These positions are often for your own personal experience; and the more experience you gain, the more marketable you are to employers.

Are not-for-credit internships valuable?

Although you may not be eligible to receive academic credit for your internship, it is still extremely valuable. Keep in mind that you are expanding your professional experience, and this will help build your resume, and ultimately get a job.

Does the school need to have a relationship with the company I am interested in interning for?

Even though Iona may not have a direct relationship with the company you are interested in, it may be possible to build one. Talk to your Career or Academic Advisor to ensure that you will benefit from the experience.

Can I complete an internship in my hometown, over the summer?

An internship is all about the experience that you will gain, the location does not necessarily matter. As long as your credit internship is approved by your academic department, you will be able to intern, even outside of the Westchester/NYC area.

Can my internship turn into a full-time job after I graduate?

Often times an internship can turn into a full-time position after graduation. Consider the internship to be a “long term” interview. Employers look at the work you did throughout your time as an intern, and evaluate your fit for their company. Nearly 90% of eligible returning interns receive offers of full-time employment.

Are there internship opportunities at the Career Expo?

The Expo, usually held in February, hosts employers who are looking for students to fill full-time, part-time jobs and internships. Even if a company is advertising an open full-time position, it does not hurt to ask about available internship opportunities.

FREQUENTLY ASKED QUESTIONS, CONTINUED

Can I get an internship even if I have no previous work experience?

An internship is a great way to break into the industry of your choice. Many employers understand that the students they hire for internships may not have prior experience. The purpose of an internship is to gain first-hand experience in the field and to make you more confident in your ability to perform on the job.

Is a resume required for most internships?

Most, if not all internships require a resume in order to be considered for a position, which is true for most professional positions. Please meet with a Career Advisor to ensure your resume markets you in the best way possible for the specific position.

Do I have to participate in an internship?

Although an internship is highly recommended, it is not mandatory unless required by your major. Many times companies will look at internships as entry level positions and can ultimately help you get that job after you graduate. While not always mandatory, internships are strongly encouraged.

What if I interviewed and am offered more than one internship?

Meet with a Career Advisor to help weigh the pros and cons of each internship as well as find out the best way to turn down a position without burning any bridges. You never know who you may run into again in the future.

What are the requirements to receive credit for an internships?

It is important to check with your Academic Department to find out the requirements because they are different for each major. A list of contact information for each department is located in this packet. Requirements vary for each department. Please check with your Academic Advisor and department early on.

INTERNSHIP CHECKLIST



- 1) I contacted my Academic Advisor to investigate possible course requirements... _____
- 2) I have identified what type of internship I am looking for... _____
- 3) My resume has been approved by a Career Advisor... _____
- 4) I uploaded my resume onto GAELink... _____
- 5) I have drafted a Cover Letter... _____
- 6) I have participated in a Mock Interview session with a Career Advisor... _____
- 7) I have identified the resources I will use to begin my internship search... _____
- 8) I have reviewed Internship/Workplace etiquette... _____

For additional information on internships, please visit our website at www.iona.edu/careerdevelopment.