

## Internship Prep Quick Guide

### Benefits of an Internship

- Develop professional skills & abilities
- Confirm major and career choices
- Increase marketability & gain experience
- Meet degree requirements if enrolled for academic credit through the Internships & Prior Learning Services office
- Experience the inner workings of your career field
- Increase your value to potential employers
- Establish networking opportunities as well as obtain references

### Research & Decide Which Types of Internships are of Interest to You

- Think about the career field you would like to work in once you graduate—what type of jobs are there?
- Unsure what jobs are available related to your major? Visit Career Pathfinder: <https://www.uis.edu/career/student-employment/services/career-pathfinder>
- Review and be mindful of the location of the internship (housing, costs, etc.)
- Determine when to complete your internship. Internships can occur anytime during the year.
- Internships can be paid, unpaid, for credit, not for credit, or any combination.
- Details about the number of hours worked, length of internship, pay, and other specifics are usually negotiated between employers and interns with the guidance of a faculty adviser and with the Internships & Prior Learning Services office.

### Investigate Receiving Academic Credit for Your Internship

- Internships are often completed without academic credit but may be completed for credit with faculty permission.
- Students who desire credit for their internship must contact their **Academic Advisor** and the **Internships & Prior Learning Services (IPL) office** to obtain approval *before* beginning an internship. <https://www.uis.edu/ipl>

### Identify Your References and Create a Reference Page

- Most employers will ask for three references, but if not mentioned you may list up to four references.
- Not all employers will ask for references; however, you should always have a reference page.
- References should be professional (past co-worker/boss) or can be a professor, advisor, or a contact within the company.
- You must contact any references before listing them as a reference.

### Where to Look for an Internship:

- UIS CareerConnect powered by Handshake
- Faculty contacts
- UIS Unite
- GoinGlobal
- UIS Career Development Center Sponsored Career Fairs
- UIS Internships & Prior Learning

See more Internship Opportunities with this link: <https://www.uis.edu/career-services/internship-opportunities>

### Begin Researching and Applying for Internship Opportunities

- Organize which positions you plan to apply to— Note the DEADLINES! **Tip: Use an Excel spreadsheet to do this.**
- Update & tailor your resume, cover letter, and reference page per position and collect any additional information required for the position (transcripts, letter of recommendation, etc.)
- Track all positions you apply to; follow up with the employer two to three weeks after applying

### Make the Most of Your Internship

- Arrive on time, dress professionally, & take your internship seriously
- Focus on learning all you can about the organization, industry, and profession
- Listen carefully and ask questions -- don't leave work undone
- Take initiative but don't overstep authority. Stay busy --- talk to your supervisor if you need a new task
- Network by speaking to people in all positions & accept constructive criticism gracefully. Ask for a reference upon completion

### Helpful Resources

- Visit CDC internship web page for more internship information <https://www.uis.edu/career-services/internships>