

THE INTERNSHIP PROGRAM AT CAREER SERVICES

The Internship Program at Career Services provides comprehensive career counseling and services to help students integrate educational experiences with internships in the government, business, industry, and non-profit sectors.

Requirements for Student Eligibility

- Must be a WSU student
- Must have an e-mail address

Steps for Students

1. Register and submit a resume with Career Services:
 - Go to www.careers.wsu.edu. Click on Register/Login, select Register with MonsterTRAK.
 - Complete registration and upload your resume online (make sure to indicate that you are seeking an internship in the job type preference section).
2. Meet with a career counselor during drop-in hours (2:00-4:00 Mon-Fri, during the academic year), attend a workshop (see website for schedule), or make an individual appointment (call 335-2546 to schedule) for:
 - Information about the program
 - Exploration of interests, skills, and values to determine the type of internship to pursue
 - Guidance on search strategies and developing your own internship
 - Feedback on cover letters & resumes, and/or a mock interview
3. Participate in on-campus interviews (for positions in WA and nationwide)
 - Check InterviewTRAK on MonsterTRAK weekly to sign up for interviews for internship or summer positions. Stop by Career Services or call if you need assistance.
4. Check internship listings each week in the Jobs and Internships section of MonsterTrak
 - Apply for opportunities you are interested in.
 - Meet with a career counselor at drop-in or during an individual appointment for assistance.
5. Participate in career fair events and follow up with employers of interest. Between 100 and 150 employers will attend each career fair. Many employers have internship opportunities available!
 - **Fall Career Expo of the Palouse** is Tues., October 3, 2006- U of I Campus, Kibbie Dome
 - **Spring Career Expo of the Palouse** is Tues., Feb 27, 2007- WSU Campus, Beasley Coliseum
 - **Mock Interview Day** is held the day before each Expo. It allows you to practice your interview skills with an industry recruiter. Sign up during the month prior to Expo.
 - Check out the Career Services web site, www.careers.wsu.edu or stop by Career Services for complete details about these events or other WSU career fairs.
6. Utilize resources to create your own internship if desired.
 - Stop by Career Services to use such resources as *The Internship Bible*, *The Yale Daily News Guide to Internships*, and many others. Also visit our web page for links to internships.
 - Meet with a career counselor at drop-in hours, a workshop, or an appointment to discuss ways to develop your own internship.
 - Conduct informational interviews with professionals in your field of interest. Utilize the Career Contact and Alumni Network on MonsterTRAK to identify potential contacts.
7. Report your offers
 - When you receive an internship offer (whether you accept it or not), **let us know**. Log in to MonsterTrak and select User Profile. Select “placement data”, then “submit” and complete the offer form.

CREATING YOUR OWN INTERNSHIP

There are many excellent sources for available internships on the web, in internship directories and other listings. If you aren't coming up with the right one to fit your needs, try creating your own opportunity!

Here are step-by-step directions:

1. Be sure that your resume effectively reflects the skills, experience, and academic background that you will bring to the position.
2. Decide which company or organization you would like to work for. Be sure they have a department or unit that fits your needs and interests!
3. Find the appropriate contact person within the organization. Generally, this would be the head of the department in which you would like to work. You can get his or her name in a variety of ways: through the organization's web site, through networking contacts (family, friends, or WSU alumni can be very helpful), or by calling the organization and asking for this person's name and title.
4. Approach the boss. You can do this through a letter, an e-mail, or a phone call. The key is to define what you are seeking (e.g. "a summer position in which I can use my strong writing skills), your area of interest/expertise (my keen interest in environmental issues), and what you will bring to the experience (a willingness to work hard, an eagerness to learn and contribute).

Two important pieces of advice as you are making your contact:

- Describe your desire to work for their company in terms of a summer (or semester) "work experience" to learn more about the field. Do not say, "Do you have any internships available?" If they have not used students in this way before, their answers will probably be "no."
 - Ask if there are any projects they need done that you could complete for them while gaining experience in the field. Share information about background and skills you have that might be of interest to them.
5. Start early! Use your Winter and Spring Breaks to contact a potential employer. You need to get your resume to the appropriate person(s). Research companies at Career Services before you leave campus using the Career Search database. Ask Career Services staff for help in building alumni networking contacts.

As with many good jobs, internships are not always advertised. Taking the initiative to contact the people or the organization with whom you would like to work may produce a rewarding experience for both you and the employer!

WASHINGTON STATE UNIVERSITY
CAREER SERVICES

EXPERIENTIAL LEARNING OPTIONS

TYPES OF EXPERIENTAL LEARNING	INTERNSHIPS and COOPERATIVE EDUCATION	PRACTICUMS	SERVICE LEARNING and COMMUNITY SERVICE	PART-TIME JOBS	ORGANIZATIONAL INVOLVEMENT/ LEADERSHIP	JOB SHADOWING/ INFORMATIONAL INTERVIEWING
PAID/UNPAID	Paid and Unpaid	Paid and Unpaid	Paid and Unpaid	Paid	Unpaid	Unpaid
LENGTH OF TIME	One semester, summer, or longer	One semester, summer, or longer	Varying duration	Varying duration	Varying duration	Brief, limited involvement
TYPE OF EXPERIENCE	Structured learning experiences, linked to academic program	Structured learning experiences, part of academic curriculum	May be part of academic curriculum, often based in social consciousness	Can be career related, minimally structured	Can be career related, often based in social consciousness	Career related, structured information gathering
CREDIT/NON-CREDIT	Credit or non-credit	Credit (usually required)	Credit or non-credit	Credit or non-credit	Non-credit	Non-credit
WHERE TO GET MORE INFORMATION	-Career Services or your academic department -International internships (for credit): Education Abroad Office	Contact your academic department	-Community Service Learning Center -International service learning or volunteering (for credit): Education Abroad Office	-Campus Student & Hourly Employment Office -Work study eligibility: Office of Financial Aid	Contact Campus Involvement, utilize the Involvement Guide	Contact Career Services, utilize the Career Contact and Alumni Network Or the Job Shadow Program

See the definitions of the Experiential Learning Options on the reverse side.

**WASHINGTON STATE UNIVERSITY
CAREER SERVICES**

EXPERIENTIAL LEARNING OPTIONS

DEFINITIONS

INTERNSHIPS and COOPERATIVE EDUCATION—Internship and cooperative education programs provide students with hands-on experiences to enhance their learning or understanding of issues relevant to a particular area of study. Cooperative education programs usually require students to work at the work-site for more than one semester.

PRACTICUMS—A practicum provide opportunities for students to gather knowledge and skills most appropriately learned in the field. This will refine the student’s skills and clarify knowledge learned as a part of their academic program. The experience is generally part-time. Supervision and principal responsibility for the student typically rest with faculty members in the student’s department.

SERVICE LEARNING and COMMUNITY SERVICE—Service learning includes any carefully monitored service experience in which a student has intentional learning goals and reflects actively on what he or she is learning throughout the experience. It emphasizes the accomplishment of tasks which address community and larger social issues.

PART-TIME JOBS—Part-time jobs can provide students with hands-on experiences that enhance their learning and career development. The jobs are not necessarily related to a student’s particular area of study, however, they can provide opportunities for students to gain new skills and knowledge.

ORGANIZATIONAL INVOLVEMENT/LEADERSHIP—Involvement in organizations provide students with opportunities to develop new skills that enhance their personal and career development. Examples of skills that are developed include communication skills, understanding and respecting other perspectives, listening skills, and organizational skills.

JOB SHADOWING and INFORMATIONAL INTERVIEWS—Job shadowing and informational interviews are short-term opportunities for students to spend time with professionals in their field of interest and gather information which can be useful in making career decisions.

CONTACT INFORMATION

NAME OF OFFICE	LOCATION	PHONE #	WEB PAGE
Academic Departments	See university directory	See university directory	www.wsu.edu
Campus Involvement	CUB 337	335-9667	www.getinvolved.wsu.edu
Campus Student & Hourly Employment Office	French Ad. 141	335-1969	www.hrs.wsu.edu
Career Services	Lighty 180	335-2546	www.careers.wsu.edu
Community Service Learning Center	CUB B25	335-7708	http://cub.wsu.edu/cslc/
Education Abroad	Bryan Hall 105	335-4508	www.ip.wsu.edu/education_abroad/
Office of Financial Aid	Lighty 380	335-9711	www.finaid.wsu.edu