

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 in that field?
- Unsure what jobs are available related to your major? Visit Career Pathfinder: www.uis.edu/career/students/career-pathfinder/
- Remember to keep in mind 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 Adviser** and the **Internships & Prior Learning Services (IPL) office** to obtain approval *prior* to beginning an internship.

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.
- At least two references should be professional (past co-worker/boss). Additional references can be a professor, advisor, or a contact within the company.
- You must contact any and all references prior to listing them as a reference.

Where to look for an Internship:

- UIS CareerConnect
- Faculty contacts
- UIS Alumni Association
- GoinGlobal
- UIS Career Development Center Sponsored Career Fairs
- UIS Internships & Prior Learning

See more Internship Opportunities with this link: uis.edu/career/students/career-planning/active-decision-making/internship-opportunities/

Begin Researching and Applying to 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
- Be sure to ask your supervisor if he/she will serve as a future reference for you

Helpful Resources

- Visit CDC internship web page for more internship information at www.uis.edu/career/goals/active/internships.html
- Watch Career Advice Videos under Student Quicklinks from CDC homepage; Click on 'CareerSpots' & then 'Internships' to view videos