

INTERNSHIPS

WHAT, WHY & HOW?

What Is An Internship?

- Offers learning that compliments the classroom.
- Provides an opportunity to help you "test drive" a possible career path.
- Allows you to connect your academic experience with the professional work world.
- Can be paid or unpaid, part-time or full-time, and for credit or no credit.

Why Intern?

- Gives a competitive edge in employment after graduation.
- Helps in career decision-making.
- Facilitates networking contacts.
- May provide financial assistance.
- May allow you to receive academic credit.
- Learn effective job search, resume writing and interviewing techniques.
- Has the potential to convert into a full-time career.

How Do I Get Started?

- Attend a "Nuts & Bolts of Internships" workshop.
- View our virtual workshop at careers.ucr.edu.
- Create a resume and cover letter tailored to fit each position of interest.
- Learn from and network with former interns at our "Former Interns Tell All" panel.
- Utilize Handshake, CareerShift and other databases to search for internships.
- Attend any of our Career Fairs and "Now Hiring Interns" panels.
- Utilize your network and social media skills to find or create internship opportunities.
- Meet with a Career Counselor for additional insight and feedback.



I Have An Internship, Now What?

- Protect yourself by documenting your experience and setting clear expectations.
- If you're not seeking academic credit, submit a Learning Agreement form. Forms are available at the Career Center and at careers.ucr.edu (Keywords: learning agreement).
- If you're seeking academic credit, pick up a 198-I form from the Career Center. Please note that academic credit will require approval from your academic department.

Make The Most Of Your Internship!

- Be curious. This is a learning opportunity.
- Think of it as an extended interview – go above and beyond!
- Make yourself indispensable by taking on more responsibility.
- Network and build connections by discussing your career goals with colleagues.
- Be sure to get a letter of recommendation at the end of your internship.
- Attend a "Maximizing Your Internship Experience" workshop.

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (09/18)