



INTERNSHIP EXPERIENCES

WHAT IS AN INTERNSHIP?

An internship is a partnership between a student and an organization that provides a relationship, hands-on training, and career awareness.

Characteristics of internships include the following:

- 3-6 months duration
- Part-time internships are typically available during the year.
- Full-time internships are typically available during the summer.
- Paid or unpaid.
- A balance between the interns' learning goals and the specific work an organization needs done.

WHAT SHOULD I PUT INTO AN INTERNSHIP?

It is widely accepted that an internship is your first "real" employment situation. Therefore, you should approach an internship with the attention, diligence, and professionalism you would a full-time job.

The following are important characteristics of a successful intern:

- Arrive on time and dress appropriately.
- Work hard to accomplish tasks that you and your supervisor choose.
- Abide by internship sponsor's company rules.
- Ask questions and be inquisitive about the job and company.
- Honor the terms which you and your supervisor agreed upon.

WHAT CAN I EXPECT TO GET OUT OF AN INTERNSHIP?

"You get out of it, what you put into it!" Keep in mind that for you this internship represents exploration, exposure, ability to practice your skills, and perhaps most importantly potential employment. It will shape you now, and also shape your future. The following are a few returns from an internship:

- An exposure to the industry/function of the internship.
- An understanding of the industry and organization.
- The opportunity to "test-drive" a field to see if it is a good fit for you.
- The opportunity to apply your classroom and extra-curricular learning to real world situations.
- Work experience that will help build your resume.
- The opportunity to network with key individuals that may lead to future employment and/or references.



How CCD can help you with your Internship Search:

- ◆ Attend *CCD Workshops*, especially Employer Resume Critique Night, Internship Connection, Experience the Industry Visits, Mock Interviews, and Speed Networking
- ◆ Attend the *Internship Fair* in February
- ◆ Schedule a counseling appointment
- ◆ Drop-in Monday–Thursday 1-4pm
- ◆ CCD Web site- Internship Search Resources & Online Workshops: Strategies for Finding an Internship

STRATEGIES FOR FINDING AN INTERNSHIP

STEP 1- ASSESSING YOUR INTERESTS

- Reflect on your experiences, interests, and values.
- Identify your likes/dislikes and strengths/weaknesses.
- Draft your resume to help document your experiences.

STEP 2- EXPLORE YOUR OPTIONS

- Research industries and companies to help solidify your preferences.
- Use the CCD Web site and Career Resource area in CCD for a variety of resources to assist you with your search.
- Visit CCD's "Concentrations to Careers" Web site to learn more about how Babson's concentrations may support future career ambitions.
- Develop a target list of companies that you are interested in working with.
- Use Internet Resources available through the Horn Library and CCD to research industry trends and company profiles.

STEP 3- STRATEGIZE

- Create and polish your marketing tools
 - Resume Builder & Cover Letters
- Networking
 - Personal Contacts
 - Babson Alumni Directory
- Informational Interviews
 - Connect with your contacts & alumni to schedule an informational interview to learn more about a position, company, or industry
 - Expand your professional network
- Search for internship positions
 - Use *Babson Career Connections*
 - Internet search engines
 - Local newspapers

STEP 4- APPLY TO POSITIONS

THE SUMMER INTERNSHIP SEARCH TIMELINE



FALL... GET READY!

- ⇒ Attend Career Expo in late September.
- ⇒ Start industry and company research to narrow your interests.
- ⇒ Compile a list of target companies and potential contacts to reach out for informational interviews.
- ⇒ Attend career development workshops to learn the mechanics of acquiring an internship.
- ⇒ Visit Babson Career Connections and update your personal and academic profile.
- ⇒ Begin searching for internships on Babson Career Connections and other Web sites and resources.
- ⇒ Build a resume and outline of a cover letter.
- ⇒ Meet with a counselor in CCD for feedback on your resume and cover letter. Upload to Career Connections.
- ⇒ Create an account on **internships.com**
- ⇒ Check company Web sites & CCD's Industry Timeline to determine application deadlines. Many firms hire summer interns as early as December!

WINTER BREAK... GET SET!

- ⇒ Network with alumni and potential employers while on break. Conduct informational interviews.
- ⇒ If looking for opportunities outside of Boston, plan a trip or set up phone appointments that are in that location over your winter break.
- ⇒ Refer to the CCD Web site to access helpful internship Web sites and resources.
- ⇒ Visit CCD's Online Skills-Based Workshops to finalize your internship search marketing tools.

SPRING... GO!

- ⇒ Attend the Internship Fair in February.
- ⇒ Attend Career Development Workshops (check CCD Calendar of Events for dates and times).
- ⇒ Check Babson Career Connections daily to find new internship listings and events.
- ⇒ Apply for positions!
- ⇒ Prepare for the interview. Meet with a counselor for a **MOCK INTERVIEW**.

SAMPLE ONLINE INTERNSHIP SEARCH RESOURCES



Babson's web-based recruiting system-
personalized account for each student via Portal
Career Portlet— Career Connections

Internships.

Powered by InternDirect

Create and maintain an account to track
applications. Subscribe to InternDigest,
an internship newsletter.

View CCD website for registration details!

Vault – Online Career Library

Vault is an online career library that provides many resources to Babson students. Resources include the following: industry and career guides (free to Babson students), career advice articles, and discussion boards.

Access: Through the CCD Web site at www.babson.edu/ccd/ug

POWERED BY **VAULT**

 **INTERNSHIP PROGRAMS.com** Create an account on this online internship search site:
THE INTERNSHIP SEARCH ENGINE™ <http://internshipprograms.com>
A Service of WellFeel.com

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job search made simple

www.simplyhired.com

Internet internship and job opportunities compiled from job boards, classifieds, and company sites.



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