

Academic Internship Program

Developing Your Own Internship Tutorial



Overview

Welcome to the Academic Internship Program's "developing your own internship" tutorial. If you are here, you have already taken the first step! What follows is a comprehensive, step-by-step guide to searching for, finding, and securing your own internship for academic credit. The journey awaits us, so let's get started! ...

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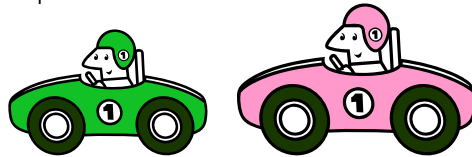
Am I ready for an Academic Internship?

When considering an academic internship*, first ask yourself...

- What are my professional goals and academic interests?
- What type of organization do I hope to intern with, in terms of size, focus, industry, environment, & structure?

If you struggled with these questions, it would be a good idea to take some of the personal assessments offered by UCSD Career Services, either in-person or online at <http://career.ucsd.edu/sa/selfassessment.shtml>. If you were able to comfortably answer these questions, you're probably ready to begin the internship quest.

* For academic internships, please consider your internship responsibilities must be linked to academic coursework and may not include sales related activity. Academic Interns are not permitted to participate in telemarketing or cold calling of any kind. Clerical and general office duties should be kept to a minimum. Academic Interns must attend a work site and cannot work from home. In addition, Academic Interns must be supervised by a professional in the field not by peers, and therefore cannot be considered a resident expert.



Drivers....Start Your Search Engines!

Now, that you know what kind of internship you're seeking and the perimeters that define an academic internship, you are ready to take the plunge and begin your internship quest. There are numerous resources and approaches you can utilize in your hunt. The following offers a fairly extensive list from which to search.



Resources for Finding Internships

- The internship section of UCSD's Career Services site: career.ucsd.edu
- Internship sections of UCSD's Programs Abroad Office: PAO.ucsd.edu
- The department for your major: Contact your department to find out if there is a list serve for your major that might announce internship opportunities; explore campus billboards if you are on campus; check UCSD e-mail messages for internship opportunities
- Network: Spread the word among your relatives and friends that you are seeking internship opportunities
- Use an Internet search engine to find internship resource sites, specific to college students and/or the field you hope to intern in
- Search for opportunities with specific companies/organizations that you are interested in.

*Find company contact information on the Better Business web site: <http://www.bbb.org/>. Select the appropriate region and then look up companies of interest and obtain contact information.

*You can also access business directories, via company name or industry field, on Chamber of Commerce web sites.

-World Chamber of Commerce: www.chamberofcommerce.com

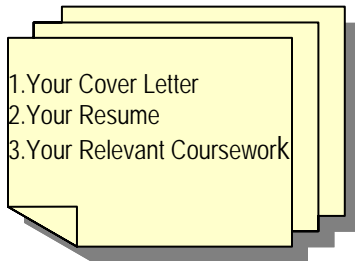
-U.S. Chamber of Commerce: www.uschamber.com

-San Diego Chamber of Commerce: www.sdchamber.org

- Professional Organizations: Most industries have one or more professional organizations (comprised of professionals working in the field) associated with them. They also usually have web sites, and they can serve as great resources for learning more about a field; networking; connecting with potential mentors; and finding out about internship opportunities.

Prepare your materials

Once you have identified at least 3-5 organizations with which you would like to apply for a potential position, you will then need to prepare your application materials. This should include a resume, a list of relevant course work, and a cover letter. Proceed with this tutorial for instructions and hints on how to approach these.....



Creating Your Cover Letter

The third piece of your application is a cover letter which will introduce you to a potential internship employer. To begin, you will need the complete organization name and address. Additionally, you should have a specific contact person to whom you can direct the letter, whether it is your potential supervisor, an office administrator, or a human resources representative. Make sure to verify that the organizational and personal contact information is accurate and current and double check for proper spelling of names. Finally, refer to the internship dates and deadlines category on this AIP website for internship time frame and hour requirements. Using this basic information and following the sample on the next page, you can now compose your cover letter.

SAMPLE COVER LETTER

Your Address
Your City, State, Zip Code

4 LINES

Today's Date

4 LINES

Ms. Mary Shelly
Senior Executive Producer
CBS News
100 State Street, Suite 200
New York, NY 10022

(WRITE OUT ALL DATES)
(EXAMPLE: January 1, 2005)

2 LINES

Dear Ms. Shelly:

2 LINES

As a UCSD student, I would like to intern with *(name of organization)* for *(number of hours)* _____ a week *(dates the quarter begins and ends)* from _____ through _____.

(State your interest in this type of work and how it relates to your academic and career goals). (Tell the organization what you can offer). Your paragraph(s) should be four to five sentences long.

I will call you in a few days to set up an appointment for an interview, or you can reach me at *(student's phone number)*. Thank you for your consideration of my resume.

2 LINES

Sincerely,

(Student's signature)

4 LINES

Suzanne Smith

DIRECTIONS: Your letter should follow the format and spacing of this sample cover letter. Make sure the date of your letter reflects the date that you will be sending it. PLEASE BE SURE TO PROOFREAD; PAY ATTENTION TO PUNCTUATION AND SIGN YOUR LETTER.

CREATING AN EFFECTIVE RESUME FOR AN ACADEMIC INTERNSHIP

The purpose of your resume is to communicate your education, experiences and accomplishments, making a professional first impression that encourages the reader to invite you for an interview. Each situation is different; tailor your resume to each opportunity and update your resume upon completion of your internship!

RESUME GUIDELINES AND TIPS

1. Formatting - A reverse chronological, **one page** resume is usually the most effective. That means using the following order:

- **Header** (your name, address, e-mail address and phone number)
- **Objective** – (optional) Lead off with a brief statement that makes it clear what type of internship you are seeking.
- **Education** – Include university and community college as well as study abroad programs. Include your major and minor, GPA if over 3.0 and expected date of graduation. It is not necessary to include high school.
- **Skills and Qualifications** – Write a brief, bulleted list of industry relevant skills and personal qualities.
- **Experience** – Demonstrate evidence of your experience by focusing on skills, results and accomplishments. In addition to paid employment, this section may include relevant volunteer, leadership, & academic project experience. Emphasize your role, level of responsibility, & skills, rather than providing a laundry list of tasks. **Use action verbs** that put energy into your writing and suggest specific skills. One way to tell if a word is an action verb is that "I" can go in front of it. (Refer to the Transferable Skills sheet for suggestions). **Use interesting adjectives** that qualify your experiences. **Include contextual** information, such as number of people you supervised, if it will clarify or strengthen a description.
- **Honors/Activities/Awards** - List and include details when relevant.

2. Use of Personal Pronouns and Articles - With just one page to present yourself, make each word count. Eliminate all personal pronouns and articles like "the," "a" and "an." Removing the "I," "me" and "my" from your resume not only frees up space, but creates a subliminal perception of objectivity.

3. Irrelevant Information - Irrelevant information keeps the reader from seeing your strengths. Weigh each portion of your experience from the hiring company's perspective to decide what to include and what to emphasize. If you're applying for an engineering position, for example, don't devote a whole paragraph to your job as a camp counselor unless the position has elements that are transferable to the engineering job

4. Proofread, Proofread, Proofread!!! - Misspellings and poor formatting communicate that you have poor writing skills or a lackadaisical attitude. Be consistent and use appropriate verb tense. Proofread your resume carefully.

(SAMPLE)

REZA MAYS

1234 Intern Way, San Diego, CA 92093

Home: (858) 555-1212*Cell: (408) 555-3434*E-mail: rezamays@yahoo.com

EDUCATION

Bachelor of Arts, Political Science (expected June 20xx)

Minor: History

University of California, San Diego

UC Education Abroad Program (September, 20xx-June, 20xx)

University of Granada, Spain

Completed coursework in Spanish language and culture

Associate of Arts, History (May 20xx)

San Diego Mesa College

SKILLS & QUALIFICATIONS

- Experience preparing legal documents
- Familiarity with computer programs, including Microsoft Word, Excel and PowerPoint
- Proficient in written and spoken Spanish
- Ability to conduct research effectively and write clearly

EXPERIENCE

Resident Advisor, UCSD Warren Apartments

San Diego, CA (September 20xx to present)

- Plan and implement social activities and programs
- Counsel students and assist with medical emergencies
- Responsible for well-being of 20 residents

Import/Export Intern, Fritz Companies, Inc.

San Diego, CA (January-March 20xx)

- Prepared commercial documents for foreign shipments
- Verified accuracy of export declarations
- Re-organized filing system for shipping records, resulting in more efficient office operations

Sales Assistant, Nordstrom Department Store

San Jose, CA (June-August 20xx)

- Consulted customers at perfume counter and mixed personalized fragrances at a store recognized for superior customer service
- Handled cash transactions and closed out register

HONORS AND ACTIVITIES

- Provost Honors List, Warren College, UCSD
- Secretary, UCSD Associated Students Government (ASUCSD), duties include organizing student government events (September 20xx to June 20xx)
- Volunteer, Meals on Wheels (June-August 20xx)

LIST OF RELEVANT COURSES

Attach a list of at least 3-4 courses relevant to the internships for which you are applying. While you may have taken few or no courses with content directly pertinent to your internship field, classes that teach industry-related skills such as research, writing, team work or critical-thinking are also worth noting. Include the name of each course and brief descriptions of the courses in your own words; do not just copy wording from the UCSD course catalogue. It is not necessary to include course numbers. You may include courses that you are completing right now under "Course Work in Progress", but do not include courses which you have not yet started.

(SAMPLE)

REZA MAYS Relevant Courses

COURSE WORK

Introduction to Anthropology. Significant discoveries throughout the old and new worlds

COMPLETED

Minorities and Politics. Economics and political problems facing minorities in the United States.

Discreet Mathematics. Mathematical logic and methods of proof; sets and operations of sets; basic probability.

**COURSE WORK
IN PROGRESS**

National Policies in Global Communications. Examination of national policy responses to the transition to a global information economy.



The “How To”

Once you have prepared all of your application materials, you are now ready to send them to your selected employers. Please be aware that this is their first impression of you so neatness and cleanliness matter. (No staples, no creases or tears in the paper, be aware of smudged ink and consistent formatting)

Methods:

In this day of technology, fax is probably the quickest and easiest way to send your application materials and introduce yourself to an employer. This is preferred over email, as it is still a bit more formal to receive a hard copy rather than an electronic form. Further it allows you to include your signature which also provides a bit more formality.

When faxing:

Include a fax transmission cover sheet which includes:

Your contact information: Your name, address, email and phone numbers

Attention To: (name of the person to whom you are directing this)

The Subject / Purpose: Seeking an Academic Internship – (Your name)

Number of pages: Including the fax cover sheet, how many pages are you sending? This helps them know that they received everything you are sending.



Follow-Up:

We recommend that you follow-up as early as **two business days** after faxing your application materials. (Be aware of holidays and weekends) When you call, you may not have a direct extension so therefore must speak with a front desk assistant. Ask to speak to the same person to whom you directed your fax.

“Hello, may I please speak with [name of supervisor].”

Once you are connected to the supervisor, introduce yourself and confirm he/she received your information. Keep this conversation short and to the point. You are trying to set-up an interview.

(If you are unable to come into the office for an interview due to being out of town, try to set-up a phone interview.)

“Hello, my name is [your name]. A few days ago, I sent to you my resume and cover letter regarding an internship for [time frame]. I wanted to ask if you would be willing to meet me for an interview.”

Or for those of you who need to interview by phone...

“Hello, my name is [your name]. A few days ago, I sent to you my resume and cover letter regarding an internship for [time frame]. I will not be returning to San Diego until [date of return] and was hoping to arrange a phone interview with you.”



Interview and Professionalism Tips

- Be aware of the email names you provide (personal emails with nicknames and funny titles are fine for your friends but not appropriate for employers.)
- Be aware of any out-going voice mail messages you may have on your home and cell phones. If you are playing phone-tag with an employer, an outgoing message could be their first impression of you...make it appropriate for employers.
- Dress for success – it is not necessary to go out and buy a new suit; but do not wear jeans, tank tops, shorts, mid-drift shirts, flip-flops etc. No matter how casual you think an environment is, find out by experiencing it, not by assuming it.
- Make sure your clothes are well ironed and clean. Look for any stains, or visual distractions (loud ties, heavy make-up, large earrings, sheer fabrics or over powering fragrances etc.)
- Bring a few extra copies of your resume – you never know what you may want to reference from it and in case some else joins the interview you will have a nice clean copy to provide.
- Bring with a list of references, in case they would like to contact any. (For an internship this is not usual but just in case...)
- Prepare in advance – review the company website and read about who they are and what they do. Having some specifics shows how interested you are and shows your initiative.
- Rehearse – This is a great way to sooth pre-interview nerves. Practice with a friend possible questions and how you would respond.
- Don't say anything negative about a past employer.
- Don't interrupt anyone.
- Keep your answers relatively short and to the point. If the interviewer wants more information, he or she will ask for it. By the same token, try to avoid answering with just a "yes" or "no".
- Maintain good eye contact. If there is more than one person at the interview, talk to both or all of them - no matter how junior or seemingly incidental.
- Prepare something for when you are invited to ask questions. Two to three questions is enough. Sound questions could include who you will be reporting to, questions about the team you would be joining, projects you could be working on.
- Smile - whenever appropriate of course.

How to get academic credit for your new internship

Once you've found and secured an internship on your own, you may be eligible to receive upper division academic credit through AIP. We'll review and evaluate any new internship for professional supervision, adequate training, and a job description detailing substantive duties. Internships involving any sales activity or are clerical in nature won't be approved for credit.

How it works:

1. Check to make sure you meet AIP's eligibility requirements.
2. Visit the AIP office to pick up a "Developing Your Own" packet.
3. Complete the Learning Agreement with your internship supervisor and return it to the AIP office with your completed AIP application and Internship History form if applicable.
4. Schedule a half hour appointment to meet with a counselor who will detail the rest of the internship process.

NOTE: The University will not grant academic credit for internships at brokerage firms or financial service firms.