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[http://www.lhup.edu/career/Internships/  
InternshipsHomePage.htm](http://www.lhup.edu/career/Internships/InternshipsHomePage.htm)

CAREER SERVICES  
AKELEY HALL, ROOM 114



# Student Internship Guide

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# Notes



### *When can I start an internship?*

You may start a for-credit internship when you have at least 60 semester hours credit and a minimum QPA of 2.5 overall.

### *How do I find an internship?*

It's good to start talking with your academic department about internships. Visit the Career Services office and website to seek more resources for internships. Also friends and family are good sources. Refer to "Finding an Internship" section of this handout.

## Overview of Internships

Internships provide students with academically-related work experience. They are designed to give students the opportunity to work in pre-professional positions while still in school.

Internships come in many forms. Some are paid and some are non-paid positions. They may last a month or up to two years. Internships can be full-time or part-time. During part-time internships, students may also take classes.

Internships foster self-confidence and professionalism, enable students to make important contacts in the business world, and allow companies to get a good look at potential employees.

Career Services can help students identify resources to find an internship. We can assist in understanding the internship process at LHU. We also can help develop the tools for getting an internship, such as the cover letter and resume, and preparing for an interview.

## Internship Checklist

- √ Contact your faculty advisor to determine eligibility and department/major guidelines for internships.
  - Must have 2.5 GPA and 60 credit hours.
- √ Complete Internship Interest Form and meet with Internship Coordinator.
  - Identify your skills, define your career goals, think about when and where you would like to do your internship, and determine what you want to gain from an internship.
- √ Contact Financial Aid. Find out eligibility (optional)
  - Complete your FAFSA form as early as possible and find out if you are eligible for PHEAA-funded internships.
- √ Obtain a faculty member who will supervise your internship.  
Note: some majors have designated a faculty member to oversee internships.
- √ Prepare a cover letter and resume.
  - Attend a workshop presented by Career Services.
  - Have your resume and cover letter reviewed by Career Services.
- √ Search for internship opportunities. Talk to faculty, students, family and friends about internship possibilities. Be prepared to apply for an internship like you would a job. Complete applications, send cover letters with resumes, phone and email possible internship sites, and follow up with sites.

## Student FAQ's

### *Are internships paid or unpaid?*

Both. Some internships are paid and others are not paid.

Many non-profit organizations are not able to pay their interns. However, non-profits can offer very good site training.

### *How many credits can I get for an internship?*

LHU's Internship Memorandum of Agreement states you may take up to 15 semester credits for internships. Up to nine (9) credits can apply toward your major; the remaining must be general education credits. Departments may decide to allow less than 9 credits of internship count toward their major. Talk to your faculty advisor about specific department/major guidelines for internships. This may be taken in one semester or over several semesters.

### *Are internships graded?*

Credits that are toward your major must be given a letter grade or a credit/no credit. General education credits can be graded pass/fail. Internship credits beyond nine (9) credits must be taken on a credit/no credit basis.

### *Can I do a part-time internship?*

Yes. Students participating in a part-time internship (one for less than 15 semester hours credit) may be simultaneously enrolled in additional courses at Lock Haven University or elsewhere. The total semester hours credit for that term shall not exceed 18.

- Treat your co-workers as you would want to be treated.
- Help out willingly when asked.
- Establish credibility by performing your job competently.
- Ask good questions; avoid asking questions about skills that you are expected to know.

### **Avoid**

- Criticizing people, policies or procedures.
- Working on homework or other school tasks or surfing the internet.
- Spending so much time getting to know others that you are unable to perform the tasks assigned.
- Acting like a know-it-all, but failing to demonstrate competence in your area.
- Criticizing your supervisor, or going behind his/her back to get something.

### **Some Basic Work Requirements**

- Report when scheduled.
- Notify your supervisor if you can't be at work.
- Keep your supervisor informed about what you are working on.
- Take appropriate safety precautions if working around people and equipment.

### **What happens if problems arise?**

You are encouraged to talk directly with the person with whom you have the problem first. If the problem is with a coworker and cannot be resolved, then talk with your site supervisor. You are encouraged to address the issues, come up with solutions and reach an agreeable solution. If that cannot happen, then approach your faculty supervisor for advice. Try to maintain good communication, respect others, and understand the expectations.

- √ Interview for the internship, if requested by the company/ organization.
- √ Accept the internship offer.
  - Determine with the internship site whether the position is paid/unpaid, how long the position will last, start and end dates, number of hours, and internship position description.
  - Check with supervising faculty member to confirm the position meets academic requirements for an internship.
- √ Complete Internship Memorandum of Agreement.
  - Create a learning contract with faculty supervisor and review with site supervisor.
  - Obtain the required signatures on the Agreement. (Once the form has all the signatures, it is sent to the Registrar's Office).
- √ Complete registration for internship by paying for your academic credit.
- √ Do your internship and complete all academic requirements. NETWORK during the internship!
- √ Follow up
  - Complete an evaluation of the internship and send to Internship Coordinator.
  - Ask your site supervisor for a reference.

Timeline for Internships		
What to Do	When	Who to See
Determine your eligibility.	Beginning second semester of sophomore year - at least two semesters prior to planned internship.	Faculty Advisor
Identify your internship goals – where you'd like to intern, type of internship you'd like to do, skills you'd like to develop, etc. <b>Complete the Internship Interest Form</b> and submit to Internship Coordinator.	The beginning of the semester prior to the internship.	Faculty Advisor, Internship Coordinator, Career Services Office.
If you plan to use Financial Aid, contact Financial Aid Office. Inquire into eligibility for PHEAA-funded positions. Apply for any available scholarships.	The beginning of the semester prior to the internship.	Financial Aid Office

## Making the Most of your Internship

**Orientation** Your organization may offer a formal orientation or may show you around and make introductions. Take advantage of the opportunity to get to know more about the company. Observe the following:

- How do people dress?
- Are they formal or informal when they approach each other?
- How do people communicate?
- What are their work habits?
- Does your supervisor work through lunch, and then stay late?

During orientation expect to be introduced to the top officials; meet other interns; learn about the history and mission of the organization; and cover organizational policies on absenteeism, use of property, sexual harassment, safety practices, dress codes, and specific policies.

If there is no orientation offered, read about the organization to find out about the history and the mission. Ask to attend meetings with departments and to have a tour. Arrange to meet key people in the organization. Take advantage of workshops or seminars.

### Tips

- Listen more than talk.
- Show respect for all people.
- Show an interest in and commitment to attending organized sessions for interns.
- Come prepared for work.
- Come dressed in appropriate professional clothes.
- Show support for colleagues by attending social functions.

You are welcome to have your cover letter and resume reviewed by the Career Services staff. You may also arrange to have a mock interview to practice your interviewing skills.

After sending your cover letter and resume wait several weeks to hear from the company. If you don't hear from them, follow up with a phone call or email.

### Accepting the Internship

When an offer is made by the organization, share this with your advisor or the faculty member who will be supervising your internship. Your faculty supervisor along with you and the employer will develop learning goals. You will discuss with your faculty supervisor the number of credits for the internship and determine how the learning goals will be evaluated. You will need the following from the organization:

- Job duties and responsibilities (job description)
- Start and end dates
- Hours for interning
- Name of site supervisor and address of internship site

**Internship Memorandum of Agreement** To register for the internship, the memorandum form must be completed and signed by all the parties and is then sent to the Registrars Office. The paperwork must be signed before the beginning of the internship and no later than 10 days into the semester in which the internship is to be performed. Registration must be completed prior to undertaking an internship.

What to Do	When	Who to See
Create a cover letter and resume. Have them reviewed in the Career Services office. Practice your interviewing skills.	Beginning of the semester to mid-semester.	Career Services Office
Gather information about internship sites.	No later than mid-semester.	Internship Coordinator, academic department, internet, friends and family, libraries, newspaper.
Research and apply to prospective internship sites, follow up, and interview.	No later than mid-semester.	Supervising faculty member/advisor, Internship Coordinator, on-site supervisor.
Make a decision and finalize arrangements with site. Obtain approval of faculty supervisor.	Finalized one month prior to internship.	Supervising faculty member/advisor, on-site supervisor.
Complete Internship Memorandum of Agreement. Once all the signatures are completed, the form is sent to the Registrars Office to add your class.	One month prior to internship. Must be completed no later than 10 days into the semester and prior to start of the internship.	Supervising faculty member, advisor, department chair, dean, and provost.

## Finding an Internship

There are many ways to find an internship. Here are some places to start:

**Faculty** often have professional connections with resources. They are experts in your field and often are able to guide you to an internship that is a good match for you.

The **Career Services** office can guide you to resources in your field. There are many local and non-local internships posted in the office as well as on the website. New internships are being added all the time. Lock Haven University's **Internship** site (<http://www.lhup.edu/career/Internships/Internships.htm>) has internship postings organized by fields of study.

In addition, the **Internship Coordinator**, Anita Casper, (570-484-2247 or [acasper@lhup.edu](mailto:acasper@lhup.edu)) can talk with you about your particular interests and skills, and then suggest internships or resources that may be particularly appropriate for you.

**Family and Friends** can help you out, especially if you would like to find an internship in your hometown for the summer. Hometown internships may or may not be advertised. Talk to business owners or directors of organizations where you would like to gain experience. They might be willing to set up an internship even if they never thought of that as a possibility before.

## Applying for and Securing an Internship

The following are several tools you may need when applying for an internship.

### **Cover Letter**

### **Resume**

### **Interviewing**

Cover Letter The cover letter is a one-page letter that introduces yourself, tells why you are interested in the position and what skills you can apply and hope to develop with the internship. It usually provides contact information. A shortened version of the cover letter can be sent as an email. Refer to the cover letter handout.

Resume The resume is usually a one-page summary of your skills and experience. There are several formats you can use to develop your resume. The resume starts with your name and contact information. It includes your education, job and volunteer experiences and other activities related to the position. It is written in an easily readable and understood format. Refer to the resume handout.

Interviewing After you have submitted your cover letter and resume and, in some cases, other application materials, an offer may be extended for an interview. The interview is the chance for you to communicate why you want the position and for the employers to tell you more about the worksite and internship. You both get a feel whether this would be a good fit. You will want to go prepared for the interview – meaning – dress appropriately, prepare to respond to interview questions, and have questions that you want to ask. Refer to the “Interviewing” handout.

Below is a sample email message.

*Dear Ms. Smith,*

*I am a junior at Lock Haven University majoring in Communications Media. I am very interested in learning about the marketing of programs at a non-profit organization such as American Red Cross. Although, I realize you have no official internship program in place, I would be very interested in working with your organization as an unpaid intern this summer.*

The next paragraph should include information about your background and experience. You should also emphasize your interest in the particular career field and in particular, the organization. Let your reader know your skills specific to the job. Attach your resume.

Your final paragraph is the closing and contact information. Here's another example from the same email.

*I hope you consider my proposal and look forward to hearing from you. You may contact me at 570-XXX-XXXX or (email). Thank you.*

If you don't hear back, follow up with a phone call or a second email.

If the company or organization is interested, but they would like more information on how to set up an internship, they will find useful resources on the **Employer** section of the internship website.

Other resources include the following:

The Internet is especially valuable if you are seeking an internship in a city, an international internship, or an internship with a particular agency. Career Services has already researched links for internship opportunities. The **Internship** website (<http://www.lhup.edu/career/Internships/InternshipsSeasonalJobs.htm>) provides a wealth of information at your fingertips. Some of the sites are general for all majors and some are more specific.

Joining **Professional Organizations** gives you a chance to network by attending workshops and conferences.

Find the **Chamber of Commerce** in the location you would like to intern through [www.chamberofcommerce.com](http://www.chamberofcommerce.com). Some Chambers of Commerce will list members by categories, i.e., accountants, engineers, etc.

Look for **Trade Commissions and Economic Development Councils**, such as Clinton County's Economic Partnership, which produces a booklet listing businesses in the area and other economic information.

Browse the **Yellow Pages** for businesses.

Review the **Newspaper's** Employment section for businesses that are hiring.

Check out community **Libraries**: The Stevenson Library at Lock Haven University, Lock Haven's Ross Library and Williamsport's James V. Brown Library are resources for articles, journals, magazines and online information. In particular, the **Lexis-Nexis Academic** database and **Reference USA** are effective at researching industry trends and organizations on the cutting edge of their fields.

Search for **State Government Internships On PA Civil Service**, (link <http://www.portal.state.pa.us/portal/server.pt?open=512&objID=401&mode=2> ) click on "Employment." In addition to completing the application on the website, it is also good to talk with employees in the local offices in the fall/early spring to express your interest in an internship and find out what types of internships might be offered locally.

**Federal Government** <http://www.studentjobs.gov>

## Creating your own Internship

Before approaching a company about creating an internship, you must first identify your skills and what you want from that internship. Consider the following questions:

**What do you bring to an internship?** List the skills you can offer to an organization, such as writing, researching, analyzing, leadership, working in teams, presentation, etc. Remember to highlight your campus activities, group work, class projects, and previous work experience that have contributed to your skills and knowledge.

**What skills would you further like to develop?** State why you would like to work for the organization: "Your organization would be a good place to learn more about..... because ....."

**Who to contact?** In small businesses or small non-profit organizations, contact the executive director, manager or coordinator of programs. In larger organizations, contact the Human Resources Department or head of the department/unit where you wish to work. For example, if you wish to work in the Marketing Department, call the general number and ask for the director of marketing.

**How to Contact?** A phone call can get you directly to the source, but some people are more comfortable responding to an email. If you don't hear back, follow up with a second phone call or email.