

A Student's Guide to:

Finding & Developing an Internship

Compiled by the University of Dubuque Career Services



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Commonly Asked Questions: Internship Basics

What is an internship?

An internship is your opportunity to apply the knowledge you've gained from your academic studies in a practical workplace setting. Internships may be part of a formal internship program, but many students are strongly encouraged to create their own internships.

Internships are designed to provide exposure to an occupation, industry or career field, have a clear purpose/focus, and a specific project for you to complete. They can be for pay, for academic credit (coordinated through your academic department) or done on a volunteer basis. You can complete an internship in the summer, fall, and spring, or J-Term.

Why are internships so important?

Internships give you an opportunity to:

- Find out what it is like to work in a specific field and fully experience whether this career is right for you.
- Make contacts with professionals in the field.
- Gain academic credit. Student must work with their Faculty Advisor and Intern Instructor to register in advance to receive academic credit.
- Gain a reference for a future job.
- Strengthen your resume. Related experience is often necessary before an employer/graduate program will consider your application.
- Jumpstart your full-time job search. Employers often hire their interns for fulltime employment after graduation.
- Application of classroom learning to the workplace.
- Explore of career options.
- Develop and enhance professional skills such as leadership and/or character development.
- Practice job search skills and expand one's network of professional contacts.

Where do I start?

During your second year of college, you should review the "Checklist for Completing an Internship" found on page 4 and the worksheet "Questions to Ask Yourself Before Beginning an Internship" found on page 7. These documents will walk you through all the prerequisites you will need to complete before receiving an internship for academic credit, along with some questions to consider. Then you will need to set up a time to consult with your Faculty Advisor, or your Intern Instructor if you have already been assigned one. For a list of intern instructors, per major, see page 7.

How do I find an internship?

You should set up an opportunity discuss your options with your Intern Instructor. Then review the resources for searching internship opportunities provided by Career Services, which can be found on page 8. Students are also welcome to develop their own internship opportunities, and on page 5 there is a basic guide for how to start developing your own internship opportunity.

Will my internship be paid?

Some internships are paid, however, the majority are not paid. Less than 40% of student interns pursuing an internship academic credit received compensation, either hourly or through a stipend provided to the student after successful completion of the internship. In addition, less than 20% of student interns pursuing academic credit received assistance with housing cost, travel cost, and meals after successful completion of the internship.

If you are looking for interesting and useful experience as an intern, it would be wise to not limit the internship search to paid positions only. Consider the experience an investment in your future education and future career aspirations.

Can I do an internship that is NOT for academic credit?

Students are more than welcome to develop additional internship opportunities that are not required for academic credit. For some students, they may want to participate in one or two internships prior to obtaining an internship for academic credit during their junior or senior year. The more internship experience you can put on a resume that relates to your career interest, the more marketable you will be as a candidate upon graduation!

Commonly Asked Questions: Academic Credit Questions

What majors require me to complete an internship for academic credit?

Business (Accounting, General Business, & concentrations in HR, Marketing)
Minimum of 6 credits Required

Communication
Minimum of 3 credits Required

English
Minimum of 3 credits Required

Health, Wellness, Recreation
Minimum of 6 credits Required

Psychology
Starting in Fall 2010, incoming first year students must complete a minimum of 3 internship credits or 3 credits of empirical research. For more details, contact the psychology intern instructor (found on page 6)

Sociology
Minimum of 3 credits Required

Criminal Justice
Minimum of 3 credits Required

How many hours do I have to work at my internship per academic credit?

50 hours = 1 academic credit	300 hours = 6 academic credits	550 hours = 11 academic credits
100 hours = 2 academic credits	350 hours = 7 academic credits	600 hours = 12 academic credits
150 hours = 3 academic credits	400 hours = 8 academic credits	650 hours = 13 academic credits
200 hours = 4 academic credits	450 hours = 9 academic credits	700 hours = 14 academic credits
250 hours = 5 academic credits	500 hours = 10 academic credits	

How many academic credits can I receive for an internship?

The student may apply no more than 9 total internship credits to the bachelor's degree without permission from Academic Affairs. No more than 10% (12 credits) of the total of 120 credits (including transfer credits) required for a bachelor's degree may be in the form of an internship. Additional internship credits may be earned, but they will not be applied to the total of credits required for graduation.

What is the timeline to having an internship confirmed for academic credit?

The following dates are a strongly encouraged guideline for confirming your internship. For a detailed timeline of when to complete an internship, see page 4.

If seeking an internship for **Spring 2011**, you must have your internship confirmed by **Friday Nov 12, 2010**

If seeking an internship for **Summer 2011**, you must have your internship confirmed by **Friday March 11, 2011**

If seeking an internship for **Fall 2011**, you must have your internship confirmed by **Friday April 29th, 2011**

If seeking an internship for **Spring 2012**, you must have your internship confirmed by **Friday November 11, 2011**

If seeking an internship for **Summer 2012**, you must have your internship confirmed by **Friday March 9, 2012**

If seeking an internship for **Fall 2012**, you must have your internship confirmed by **Friday May 4, 2012**

What happens if my internship starts in one semester, but doesn't end until the next semester?

Many internships do not fit neatly into a semester schedule, but the student must register for internship credit for one of the semesters during which the internship work is performed. When an internship project occurs over two terms, the student and his/her advisor can determine how to distribute credits between terms. If the student registers for more than one term for a single internship, the internship instructor must submit a grade for each term by the end of the respective term. If the internship consists of experiential work in one term and academic work in the next, the student may register for the internship in either term. Importantly, (a) the experiential work must precede the academic work and (b) if the academic work is not completed in the same term as the experiential work, it must be completed in the next regularly-scheduled term.

Beyond the expectations of the on site work, what academic expectations must I uphold in my internship?

In order to ensure the educational quality of the internship experience, students are required to enhance their work experience with academic content. Depending on your meeting with your Intern Instructor, you may be asked to complete:

- Reading that pertains to the student's internship experience
- A journal, portfolio, paper, or other product that demonstrates academic engagement, reflection, and integration by the student of the conceptual and the applied.
- A final summation activity (may be the journal, paper, portfolio).

Commonly Asked Questions: Your Role & Others Involved

Who is my intern instructor?

A list of intern instructors per major and their contact information can be found on page 7.

What is my role as a student in developing an internship?

Students are responsible for:

- Utilizing Career Services resources and Website for such things as resume building, cover letter writing, interview skills development, reviewing internship opportunities, and career counseling. www.dbq.edu/careerservices
- Applying for and selecting an internship.
- Setting up a meeting with their intern instructor to go over their internship plans.
- Working with their academic advisor to register their internship course (just like you would for any course).
- Meeting with their intern instructor **AND** site supervisor prior to the internship beginning in order to clarify expectations and responsibilities, working the required number of hours, and completing the academically-related tasks which are agreed upon by the intern instructor and site supervisor.
- Having their site supervisor to complete the Internship Learning Agreement (found on Moodle) and return to their Intern Instructor prior to beginning internship, in addition to completing the Hold Harmless Agreement (found on Moodle) prior to beginning internship
- Communicating any concerns/problems with Site Supervisor and Internship Instructor/Coordinator.
- Providing their Site Supervisor copies of Mid and Final Evaluation Forms along with cover memo, and the Internship Student Hours Form
- Maintain a high standard of professionalism while at the internship site, as they serve as a direct representative of UD

What is the role of my Faculty Advisor?

The faculty advisor is responsible for:

- Assisting student in registering for an internship for academic credit
- Directing student to the proper departmental entry point to begin internship (e.g., internship instructor/coordinator, department head)

What is the role of my Intern Instructor?

The intern instructor is responsible for:

- Mentoring student on the requirements of an internship and how to begin an internship.
- Enrolling properly registered student into the Web-based Internship Course (Moodle).
- Ensuring all parts of the on-line Internship Packet are completed and on file (Internship Learning Agreement, Hold Harmless Agreement).
- Identifying specific discipline content (readings, etc.) that will be used to link the work experience with theories/concepts covered in academic program.
- Providing guidance to the student in relating the work experience to the student's discipline.
- Providing reflection opportunities and assignments to allow the student to reflect critically upon their experience.

What is the role of my Site Supervisor?

The Site Supervisor is responsible for:

- Working directly with and oversees the student in the performance of internship duties.
- Making explicit arrangements concerning the expectations, hours, duties, and overall goals of the internship.
- Providing a good learning environment and ongoing communication regarding student performance.
- Hosting the intern and communicates with the intern and Internship Instructor/Coordinator regarding any concerns/problems.
- Completing a mid and final evaluation of the student's performance after review with the student. The Site Supervisor mails/faxes the evaluation, along with the Student Log Hours Form, directly to the Internship Instructor/Coordinator.

What is the role of Career Services in my Internship?

Career Services is responsible for:

- Helping students prepare for interviews through interview preparation and mock interviews
- Assisting students in developing job seeking skills
- Assisting students in preparing a resume and cover letter
- Maintaining list of prospective internship placement opportunities on the career services website www.dbq.edu/careerservices

Checklist for Completing an Internship

Depending on when you choose to complete your internship, this timeline may vary BUT each item should be checked off, as each task is important in completing an internship:

Fall of Your Sophomore Year

- Set up a time to meet with your Faculty Advisor to establish what semester you plan to complete an internship. Ask your Faculty Advisor who within your department will be serving as your Intern Instructor. (List of intern instructors on page 7)
- Set up an appointment with your Intern Instructor.
- With your Intern Instructor, discuss some of your questions or concerns about obtaining an internship for academic credit. Consider using the document “Questions to Ask Yourself Before Beginning an Internship” as a guide to your discussion (See Page 6).

During Your Sophomore Year

- Set up an appointment with Career Services to critique your resume and cover letter (career@dbq.edu)
- If you have never developed a resume or cover letter before, set up an appointment with Career Services to help you develop one. OR go to the career services website (<http://www.dbq.edu/careerservices>) for a resume and cover letter building guide, resume examples, and more.
- Sign up for a mock interview to practice your interviewing skills with real employers from the Tri-State area. Contact Sandy Steuer, the Student Life Manager, to get signed up (ssteuer@dbq.edu)
- Start contacting individuals to serve as on your list of references (Generally 3 individuals: Faculty, Coaches, Advisor, Supervisor). Give them a copy of your most up to date resume.

During Your Sophomore Year / Summer before Junior Year

- Begin developing a list of potential employers and career fields you would be interested in interning with.
- Develop a list of goals you would like to accomplish during your internship.
- Begin reviewing the internship opportunities resources provided by Career Services (See Page 8).
- If considering developing your own internship, review the guide “How to Develop Your Own Internship (See Page 5).

Junior Year or Senior Year

- Start applying for internship postings or contacting employers to set up a time to discuss the possibility of developing an internship opportunity.
- Meet with your Intern Instructor to:
 - Confirm once you have secured an internship.
 - Get your internship registered on Moodle.
 - Develop a Learning Agreement Contract.
 - Complete the Holds Arms Agreement Form.
 - Determine what academic content (readings, journal, portfolio etc.) that will be used to link the work experience with theories/concepts covered in academic program.
- Complete your internship, turn in all necessary mid term and final evaluations and Student Log Hours form required by your Internship supervisor and Intern Instructor.
- Once you have completed your internship, update your resume to include your internship experience.

How To Develop Your Own Internship Opportunity

FINDING THE RIGHT ORGANIZATION

- Begin developing a list of potential employers and career fields you would be interested in interning with.
- Review the list of employers that UD students have already developed internship opportunities with
 - <http://www.dbq.edu/careerservices/?Employers%20Who%20Have%20Offered%20UD%20Student%20Internships>
 - Or go to the UD Career Services Website, <http://www.dbq.edu/careerservices> to find this information under the Tab “Find an Internship/Job”
- Start to ask around your family, friends, professors, etc if they know of any individual who works within your employers or career field of interest.
- Determine what type of work you are looking for, and what skills you hope to gain from your internship

RESEARCH

- Develop a “short list” of 3-4 employers/companies you’d be interested in setting up an internship opportunity
- Start researching each of these employers/companies for information like: It’s mission, what is this company known for, what types of jobs does this company offer, any accomplishments this company has had in recent years
- Also develop a list of possible responsibilities or skills you would like to develop during an internship opportunity that you can discuss with a potential internship employer.
- Begin reflecting on your personal career goals and aspirations, a question potential internship employers like to ask about!

MAKING CONTACT

- Begin sending prospecting letters and making phone calls to your employers of interest.

Example of a Phone Call:

Employer: Hello, this is Mr. Smith, marketing coordinator for Going Green Marketing

Student: Hello Mr. Smith, my name is (blank) and I am a student within the marketing program at the University of Dubuque. How are you doing today?

Employer: Just fine thank you. What can I do for you?

Student: Well I am calling because after researching a number of organizations for summer internships in the field of marketing, I was intrigued with what I have read about Going Green Marketing and its mission to work directly with small businesses to increase visibility in the marketplace. I was wondering if we could set up a time to discuss the possibility of an internship with Going Green Marketing.

Employer: So you are seeking an internship opportunity?

Student: Yes, Mr. Smith and I would love an opportunity to discuss this possibility as well as gain insight from you and your experience within the marketing field

Employer: Well I think we could arrange for a time to meet. How does next Thursday at 3pm work?

Student: Perfect. I will mark my calendar. Thank you for your consideration and willingness to meet with me. I am really looking forward to it.

Example of Prospecting Letter

Dear Mr. Smith,

After researching a number of organizations for summer internships in the field of marketing, I was intrigued with what I have read about Going Green Marketing and its mission to work directly with small businesses to increase visibility in the marketplace. Moreover, I was extremely impressed to read on the Going Green Marketing website about your company’s desire to work with small companies who promote green initiatives. I hold a strong desire to work for small companies and also support your mission in reducing my carbon footprint. It is because of this that I would love to explore the possibility of a marketing internship with your company this summer.

In May I will be completing my sophomore year at the University of Dubuque as a marketing major and I would like the opportunity to gain some hands-on experience in this field. Specifically, I have a strong interest in small business marketing strategies. Through an internship I hope to further develop my professional background in preparation for a position in the marketing field after graduating from college. I know that Going Green Marketing would allow me to enhance my understanding of small business marketing strategies.

Enclosed is my resume which offers a summary of my educational background and my previous internship experience in marketing. In addition to marketing, I also worked as a sales associate for Crystals in Des Moines. I would appreciate the opportunity to further discuss the possibility of an internship with Going Green Marketing during a follow-up phone call next week. Thank you for your time.

Sincerely,
Hannah Hunter

DEFINING YOUR ROLE

- Once an employer has extended an internship opportunity, you will want to work with them to determine what responsibility or project you would like to assist with
- You will also need to confirm with your Intern Instructor if this internship will meet the expectations of an internship for academic credit
- You will need to work with BOTH your Internship Supervisor and Intern Instructor to develop a contract that you will sign and provide a copy for both your Internship Supervisor and Internship Instructor.

Questions to Ask Yourself Before Beginning an Internship

The following items are important questions to ask yourself prior to beginning an internship. If you are having trouble answering some of these questions, you may want to discuss them with your Faculty Advisor or Intern Instructor.

What are the prerequisites for completing an internship for academic credit within my major?

- GPA: _____
- What prerequisite courses I need to take before I can pursue an internship for academic credit:

- How many credits do I need to complete before I can pursue an internship for academic credit:

Planning Questions:

- What semester would I like to participate in an internship? (Fall, Spring, Summer, J-Term, other)

- Depending on what semester I would like to participate in an internship, what is the application deadline to sign up for an internship for academic credit?

- How many academic credits do I plan to receive for my internship AND how many hours do I need to work in order to achieve that? (Note: 1 credit = 50 hours, 3 credits = 150 hours)

Money Questions:

- How will I handle my money situation if my internship does not receive pay (Note: less than 40% of students receive any pay for their internship)

- Where will I live if my internship requires me to move there for a short time? How will I finance this?

Location Questions:

- Where would I like to complete my internship? (i.e. Dubuque, home town, out of state, international?)

Personal & Professional Questions:

- What skills do I hope to develop or experiences do I want to be exposed to from my internship?

- What skills/experiences are employers seeking in full time candidates that I can enhance thru an internship?

- What experiences would help me clarify my career goals?

- What new equipment, programs, or techniques would I like to receive hands on experience in?

Finding Internships:

- Where do I plan to research internship opportunities and resources?

- Am I willing to consider developing a new internship with a company that does not normally offer internships?

Next Steps:

- What is the next major step I should consider completing in order to obtain an internship for academic credit?

- When should I contact or meet with my Intern Instructor?

Intern Instructors



ACCOUNTING INTERN INSTRUCTOR

Janet Jamieson—Associate Professor of Accounting
 Email: jjamieso@dbq.edu
 Office Phone: (563) 589-3256
 Office Location: 105 Myers , Rm 111



AVIATION INTERN INSTRUCTOR

Kenneth Godwin—Assistant Professor Aviation
 Email: kgodwin@dbq.edu
 Email: godwinjr@hotmail.com
 Office Phone: (563) 589-3761
 Office Location: Severance Hall



BUSINESS INTERN INSTRUCTOR

Ricardo Cunningham—Business Faculty
 Email: rcunning@dbq.edu
 Off Campus Email: rico8529@iwon.com
 Office Phone: (563) 589-3728
 Office Location: 105 Myers, Rm 106



BUSINESS INTERN INSTRUCTOR

Craig Marty—Business Faculty
 Email: cmarty@dbq.edu
 Office Phone: (563) 589-3250
 Office Location: Myers Center, Room 119



BUSINESS INTERN INSTRUCTOR

Eric J. Munshower—Adjunct Comm Faculty; Business Faculty
 Email: emunshow@dbq.edu
 Office Phone: (563) 589-3194
 Office Location: 105 Myers, Rm 109



BUSINESS INTERN INSTRUCTOR

Dennis George—Business Department Head; Assistant Professor of Accounting/Business
 Campus Phone: 589-3192
 Campus Office: 108 Myers Center
 Campus Email: dgeorge@dbq.edu



COMPUTER GRAPHICS INTERN INSTRUCTOR

Alan Garfield—CGIM Department Head
 Email: agarfield@dbq.edu
 Office Phone: (563) 589-3717
 Office Location: 224 Dunlap Technology Center



COMMUNICATION INTERN INSTRUCTOR

Kimberly Schwartz—Communication Faculty
 Email: kschwartz@dbq.edu
 Office Phone: (563) 589-3784
 Office Location: 310 Van Vliet Hall



COMMUNICATION INTERN INSTRUCTOR

Jenn Supple—Communication Faculty
 Campus Phone: 589-3411
 Campus Office: 311 Van Vliet Hall
 Campus Email: jsupple@dbq.edu



COMMUNICATION INTERN INSTRUCTOR

John Hatch—Wendt Professor, Communication Faculty
 Email: jhatch@dbq.edu
 Office Phone: (563) 589-3426
 Office Location: 345 Myers Center



CRIMINAL JUSTICE INTERN INSTRUCTOR

Kim Hilby—Sociology Faculty
 Email: khilby@dbq.edu
 Office Phone: (563) 589-3718
 Office Location: 317 Severance Hall



CIS INTERN INSTRUCTOR

Don Gable - CIS Department Head
 Email: dgable@dbq.edu
 Office Phone: (563) 589-3580
 Office Location: 112 Dunlap Technology Center



CIS INTERN INSTRUCTOR

Teresa Nickeson—CIS Faculty
 Email: tnickeson@dbq.edu
 Office Phone: (563) 589-3183
 Office Location: 215 Technology Center



ENGLISH INTERN INSTRUCTOR

Nathan Faries—English Faculty
 Email: nfaries@dbq.edu
 Office Phone: (563) 589-3680
 Office Location: 301 Van Vliet Hall



PHYSICAL ED INTERN INSTRUCTOR

James Romagna Health, Wellness, & Recreation Faculty
 Email: jromagna@dbq.edu
 Office Phone: (563) 589-3402
 Office Location: 310 Smith Hall



PHYSICAL ED INTERN INSTRUCTOR

Mary Pregler-Belmont Assistant Professor, Physical Education Department
 Email: mbelmont@dbq.edu
 Office Phone: (563) 589-3186



PSYCHOLOGY INTERN INSTRUCTOR

Mark Stevens Psychology Faculty and Department Chair
 Email: mstevens@dbq.edu
 Office Phone: (563) 589-3239
 Office Location: 318 Van Vliet Hall



NATURAL & APPLIED SCIENCE INTERN INSTRUCTOR

Gerald L. Zuercher—DNAS Faculty
 Email: gzuerche@dbq.edu
 Office Phone: (563) 589-3147
 Office Location: 104B Science Center



PSYCHOLOGY INTERN INSTRUCTOR

Henry Grubb—Professor of Psychology
 Campus Phone: 589-3847
 Campus Office: 313 Severance Hall
 Campus Email: hgrubb@dbq.edu

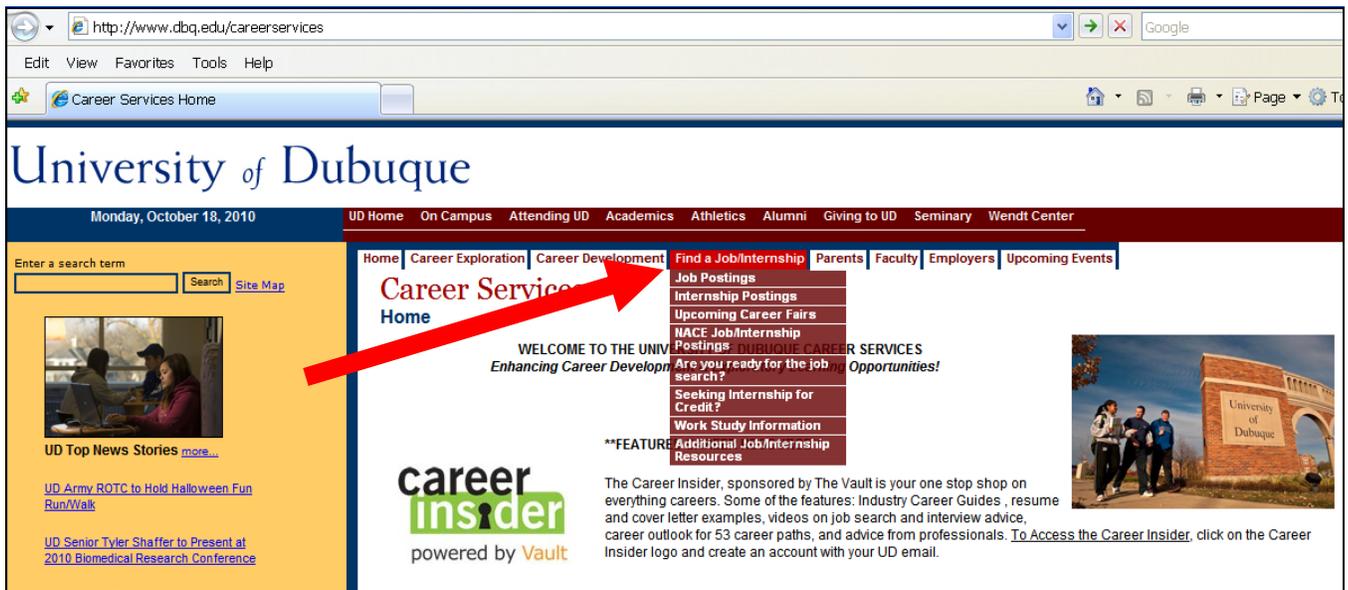


SOCIOLOGY & CRIMINAL JUSTICE INTERN INSTRUCTOR

Kim Hilby—Sociology Faculty
 Email: khilby@dbq.edu
 Office Phone: (563) 589-3718
 Office Location: 317 Severance Hall

Resources to Finding Internship Opportunities

UD Career Services Website: <http://www.dbq.edu/careerservices>



Copy and paste into your web browser,
or go to <http://www.dbq.edu/careerservices> for more resources:

Internship postings sent directly to Career Services from Employers

<http://www.dbq.edu/careerservices/?Internship%20Postings>

Internship postings for the tri-state colleges thru Access Dubuque

<http://jobs.accessdubuque.com/results.cfm?intern=1>

National Internship Postings thru the National Association of Colleges & Employers (NACE)

<http://www.dbq.edu/careerservices/?NACE%20Job/Internship%20Postings>

Additional Internship Search Website Resources

<http://www.dbq.edu/careerservices/?Additional%20Job%20Resources>

Information about Career Fairs UD Career Services will be hosting/providing transportation to:

<http://www.dbq.edu/careerservices/?Upcoming%20Career%20Fairs>

Employers who have offered UD Students Internship Opportunities

Students are welcome to contact the employers identified on this page, to seek a potential internship opportunities.

<http://www.dbq.edu/careerservices/?Employers%20Who%20Have%20Offered%20UD%20Student%20Internships>

For International internship opportunities, contact Phyllis Garfield, Director of International Studies at pgarfield@dbq.edu