Discover:
1. How and when to begin the internship process
2. Benefits of doing an internship
3. Frequently asked questions.

Always remember, your Career Coach can help you navigate the process and provide helpful resources for a successful internship.
Intern-Ready is a program customized for students, created with assistance from employers. This short program can be completed in one semester’s time and prepare you to compete for upcoming internships and perform at a high level in current internships. If you have not completed the program or would like more information about the program, contact your department internship coordinator or the Career Center.

Once you have completed all the components, be sure to let your Career Coach from the Career Center know so you can be placed in the Intern-Ready résumé book marketed to employers.

Have you completed Intern-Ready?
If you are interested in a particular profession, you can consider completing an internship as a way to determine if that career field is a “good fit” for your skills and interests, gain real-world work experience, and begin the networking process.

For additional information about internships, visit the Career Center, and speak with the Assistant Director of Student Connections or pick up a career guide—refer to the internship section of the guide for additional assistance.

Several Ball State programs require internships. If yours requires one, talk to your department internship coordinator or a Career Coach from the Career Center about the requirements. If your program does not require an internship, decide whether or not you want to do your internship for academic credit. If you do, follow the necessary steps to arrange for academic credit by speaking with your department internship coordinator. If you do not want or need academic credit, schedule an appointment with the Career Center for further assistance.

Source: dol.gov/whd/regs/compliance/whdfs71.pdf
Are you considering an internship?

<table>
<thead>
<tr>
<th></th>
<th>For-credit</th>
<th>Not-for-credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be put on your résumé</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Will be on your academic transcript</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Can be added to a co-curricular transcript</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>You pay tuition fees</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Supervised by a faculty member</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Career Center assistance</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Finding internship opportunities

If the internship is for credit, be sure that all departmental prerequisites have been completed prior to the internship. Before applying to internships, we recommend that you meet with a Career Coach at the Career Center to review your résumé and cover letter and help you prepare for interviews.

You can find internship opportunities in a variety of ways, including (but not limited to) the following.

• Schedule an appointment with the Career Center.
• Meet with the Assistant Director for Student Connections at the Career Center or your Career Coach.
• Search internships posted on Cardinal Career Link at bsu.edu/careers/careerlink.
• Speak with department internship coordinator and faculty members.
• Network with classmates, alumni, previous employers, family, friends, and professional organizations.
• Attend the Cardinal Job Fairs in September and February.

After acquiring an internship, complete all appropriate forms (if applicable).

Report your internship in Cardinal Career Link.

Steps to report your internship

• Log in to Cardinal Career Link at bsu.edu/careers/careerlink.
• If you have not already, complete the required fields of your profile.
• Select “Internships,” then “Tell us about your internship,” and “Add New.”
• Choose the best option for you under “Employment Status.” Most students will choose part-time.
• Under placement type, choose “internship,” complete the rest of the fields, and submit.

If you have any questions, please call the Career Center at 765-285-1522.
Benefits of Internships

Gain valuable work experience.

An internship provides the opportunity to gain hands-on work experience that cannot be gained in the classroom. First-time job seekers and career changers may not be desirable candidates, but companies are willing to train them as interns and give them the experience needed to obtain a job.

Decide if this is the right career for you.

If you are not sure if this is the right career for you, doing an internship is a great way to try it out. Internships are generally short-term, so you can test your future career without committing long-term and find out if it is a career that will satisfy you.

Get an edge in the job market.

Employers are usually more concerned with your work experience than your qualifications, and internships are often the only way to get the work experience you need to secure a job, so they are a vital part of your résumé. Many employers prefer or limit hiring to applicants who have had an internship or relevant work experience; in many of the more competitive job markets, internships are essential to set you apart from the others.

This is an opportunity to network.

Internships are a great way to meet people in your field. Even if you have experience, knowing many people never hurts. An internship allows you to meet people who might help you land a job later or give you contacts in the industry in which you want to work. Plus, references from people in the industry will add weight to your application.
interning

Transition into a job.

Employers see interns as prospective employees, and many finish their internships and continue working with the company full-time. Think of it as a really long interview, after which you have proved that you are a capable and hard-working employee. Just as you are giving the industry and the company a trial run, they are doing the same for you.

Source: nacewebo.org/s03052014/intern-co-op-statistics.aspx

Apply classroom knowledge.

An internship can be seen as the pinnacle of your undergraduate education and give you the chance to use the skills you have learned in the classroom in a real-world setting. It is a chance to prove the worth of your qualifications and to show that you can perform in the role you have been given.

Gain confidence.

Getting experience is a great way to build your confidence. More so, if you have an impressive résumé, you will be increasingly confident in your chances of securing a job. After completing an internship, if an interviewer asks if you know how to do something, you can replace “um, yes, I think I would be able to do that,” with “absolutely,” and supplement your assertion with examples.
When to Begin the Internship Process

When do you begin? The entire process of finding an internship—from identifying potential employers to applying, interviewing, and accepting a position—will likely take several months.

Consider an internship timeline.

Typically, college students complete internships during junior or senior year, but few realize planning ahead is important. We recommend you begin the internship-search process at least six months before you plan to intern. Some industries have application deadlines many months prior to the intended start date. The earlier you start your search, the more opportunities you will find available.

Use this checklist as a general guide to locating an internship.

### Freshman Year
- Visit the Career Center in Lucina Hall 220.
- Meet with a Career Coach and take a career assessment to help select or confirm your major or career path.
- Sign in to Cardinal Career Link, Ball State’s online internship and job board.
- Explore Ball State’s academic programs.
- Join a club or participate in campus activities.
- Create a résumé and cover letter.
- Declare a major by the end of the academic year.
- Research or begin the Intern-Ready program.

### Sophomore Year
- Meet with a Career Coach to clarify your major and career options.
- Schedule an informational interview or job shadow opportunity with a professional working in a field that interests you.
- Begin or continue the Intern-Ready program.
- If you are planning on doing an internship for credit, speak with your academic advisor or department internship coordinator.
- Begin your internship or job search early—develop a prospective employer list and distribute your cover letter and résumé.
(Internship Process continued)

**Junior Year**

- Determine the field, industry, and geographic region where you would consider interning.
- Inform everyone in your personal network—including family, friends, neighbors, advisors, mentors, and faculty members—that you are seeking career-related experience.
- Refine your cover letter and résumé.
- Practice your interviewing skills through Career Center opportunities.
- Attend career fairs and other networking events where you will meet organizations offering internships.
- Arrange for an informational interview within a career industry of interest to learn more about the field, get an inside look at an organization for which you may want to work, and identify potential contacts and opportunities.
- Complete an internship.

**Senior Year**

- Refine your interviewing skills.
- Discover Cardinal Career Link and other online internship and job resources.
- Consider completing another internship.
Steps to Obtaining an Internship

1. **Make contact.**
   Contact your department internship coordinator as well as the Career Center.

2. **Prepare your résumé.**
   Always have a polished résumé ready to go. Contact the Career Center to schedule an appointment with a Career Coach or visit the Career Center Monday through Friday, from 10 a.m. to 3 p.m. to have your résumé reviewed by a Peer Coach.

3. **Search for internship opportunities.**
   Research companies in your field of study and location of interest. You should start by searching websites and Human Resource contacts for the agencies, organizations, and businesses in which you are interested. Being familiar with a company before you interview also gives you a leg up on your competition. Places to search for internships include Cardinal Career Link, Indiana INTERNnet, and Internships.com.

4. **Apply.**
   Before you apply, gather as much information about the position and application as possible. The more you know, the more you can cater your résumé, cover letter, and portfolio to fit the needs of your potential employers.

   Make an appointment with a Career Coach to have your résumé and cover letter reviewed and schedule a practice interview to help you prepare. Apply to several companies. Many companies don’t advertise internship positions. If you do not see any internships available online, ask someone. Some organizations don’t know they need an intern until someone asks to be one.

5. **Follow up.**
   Once interviewed, be sure to send a “thank you” note within 24 hours. Hand-written notes are great, but at the very least, send an email. If you are not contacted by the company within 10 days of the application deadline, call or email to check on the status of your application. If the position
has been filled, be gracious and ask about other opportunities within the company or how you could improve for future applications.

6. **Report your internship in Cardinal Career Link.**

After you have been selected, report your internship following these instructions.

- Log in to Cardinal Career Link at [bsu.edu/careers/careerlink](http://bsu.edu/careers/careerlink).
- If you have not already, complete the required fields of your profile.
- Select “Internships,” then “Tell us about your internship,” and “Add New.”
- Choose the best option for you under “Employment Status.” Most students will choose part-time.
- Under placement type, choose “internship,” complete the rest of the fields, and submit.

If the internship is for credit, contact your department internship coordinator and complete any appropriate applications and forms.
# Frequently Asked

## How long is the experience?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>About 10 to 16 weeks or the length of the semester</td>
<td>The length of an experience may vary. Generally, it will last several months, though length is at the discretion of the employer and student.</td>
</tr>
</tbody>
</table>

## When do I begin the application process?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>We recommend at least six months of preparation time. Summer internships are more competitive, and application deadlines may be as early as October.</td>
<td>We recommend as much time as possible. Summer internships are more competitive, and application deadlines may be as early as October.</td>
</tr>
</tbody>
</table>

## Is there a Ball State fee for me to participate?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, the number of credits received for the internship determines the costs. A small fee for liability insurance coverage may also be assessed.</td>
<td>No</td>
</tr>
</tbody>
</table>

## Do I have to speak to someone at Ball State in order to participate?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, students should check eligibility requirements for majors, to determine if they qualify and meet the departmental standards.</td>
<td>No, but we recommend meeting with the Career Center about making the most of the opportunity.</td>
</tr>
</tbody>
</table>

## Will this experience be documented on my transcripts?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, a satisfactory or unsatisfactory grade will be listed on transcripts in accordance with the rules governing credit internships for majors.</td>
<td>No, but the experience can be listed on résumés and co-curricular transcripts (currently in development).</td>
</tr>
</tbody>
</table>
## Questions

### Will I get academic credit?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit varies for each academic program. See department internship coordinator for specific information.</td>
<td>No</td>
</tr>
</tbody>
</table>

### May I participate in more than one internship?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific departments’ academic requirements vary. Departmental internship coordinator can determine the best option.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### May I take a full academic class load?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, credit internships can be done concurrently during the semester or over the summer.</td>
<td>Yes, non-credit internships can be done concurrently during the semester or the summer.</td>
</tr>
</tbody>
</table>

### May I participate in an opportunity outside the United States?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, depending upon major requirements. Interning abroad should be planned one year in advance. Contact the Rinker Center for more information about study abroad programs.</td>
<td>Yes</td>
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</tbody>
</table>

### Do I need to complete paperwork?

<table>
<thead>
<tr>
<th>Credit internship</th>
<th>Non-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, students must complete enrollment paperwork and provide additional information to qualify an organization. See the department internship coordinator for details.</td>
<td>No but some employers may have forms for students or the university to sign, though.</td>
</tr>
</tbody>
</table>
Internship Learning Objectives

Learning objectives are specific, measurable statements of what you hope to accomplish or learn during your internship. Each objective should be clear and concise. Think about what you want to gain from this internship experience. Setting goals and learning objectives provides a means for evaluation of your experience.

A measurable learning objective is a clear statement of your goals and how you plan to accomplish them. There are three types of learning objectives: academic, professional, and personal.

S.M.A.R.T. Learning objectives to help generate outcomes

S - Specific—Provide a specific objective such as who, what, where, when, which, or why.

M - Measurable—Measure your progress of each objective set, stay on track, and reach specific dates so you know when you accomplish something.

A - Attainable—Develop attitudes, skills, and abilities that will enable you to attain any goal you set for yourself as long as you use your internship time wisely.

R - Realistic—An objective must be realistic so that it can represent something you are willing and able to work toward.

T - Timely—Set a time frame for yourself so your objective can be completed within a certain period of time.
Academic learning objectives

Apply concepts or theories from your education as well as show development of new knowledge and understanding.

*Examples:*

1. Learn and understand the methods involved in researching legislation for committee assignments.
2. Analyze political theories used in campaign planning.
3. Apply the principles of accounting to tax preparation.

Professional learning objectives

Develop skills related to your major or an occupation and general skills, such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, fostering interpersonal relationships, technical aspects, and more.

*Examples:*

1. Develop the communication skills needed to respond to constituents’ letters.
2. Learn to administer and interpret personality inventories.
3. Learn and understand the logistics and components of event planning by creating a how-to manual for a regional event.

Personal learning objectives

Develop self-awareness, self-confidence, and sensitivity and appreciation for diversity; clarify work and personal values; and further career and professional development.

*Examples:*

1. Determine if working for an accounting firm is an appropriate career goal for me.
2. Develop potential as a facilitator in group counseling.
3. Become familiar with trade groups and associations, learn their codes of ethics, and read trade periodicals.
Student Intern Performance Evaluation
(Not-for-Credit Internships)

Term of Internship:  
☐ Summer  ☐ Fall  ☐ Spring

Date: __________________________

Student Name: ________________________________________________________

Organization: __________________________________________________________

Supervisor: _____________________________________________________________

Supervisor Email: ___________________________________________  Supervisor Phone: _______________________

Faculty Internship Coordinator (if applicable): ______________________________

Please attach:  
• Internship Job Description
• Supervisor Comments  
  (e.g., strengths, areas for improvement)

Please rate the intern’s performance in the areas on the following page.
<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Written communication</td>
<td></td>
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<td></td>
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<tr>
<td>Initiative</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Interactions with staff</td>
<td></td>
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<td></td>
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<tr>
<td>Attitude</td>
<td></td>
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<tr>
<td>Dependability</td>
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<tr>
<td>Ability to learn</td>
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<tr>
<td>Planning and organization</td>
<td></td>
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<tr>
<td>Professionalism</td>
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<tr>
<td>Creativity</td>
<td></td>
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<tr>
<td>Quality of work</td>
<td></td>
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<tr>
<td>Productivity</td>
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<td></td>
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<tr>
<td>Appearance</td>
<td></td>
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<td></td>
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<tr>
<td>Adaptability to organizational policy</td>
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<td></td>
<td></td>
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<tr>
<td>Overall performance</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

1 = **Excellent** – far exceeded expectations
2 = **Good** – met and exceeded expectations
3 = **Satisfactory** – met expectations
4 = **Fair** – somewhat met expectations, but needs improvement
5 = **Unsatisfactory** – did not meet expectations
Internship Learning Objectives Form
(Not-for-Credit Internships)

Name: __________________________________________________________

Supervisor: __________________________________ Date: ______________

With support of managers, students will work toward enhancing proficiency and competency in these areas. Use this form to create three learning objectives. Review objectives with your supervisor for final approval.

First Learning Objective:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Second Learning Objective:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Third Learning Objective:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
The Ball State Career Center

The Career Center services and programs focus on the mission of connecting all our partners for the purpose of helping students integrate their education, self-awareness, and experiences to empower a lifetime of career achievement and personal satisfaction.

Our staff of highly trained individuals act as partners to our many constituents, creating industry-best practices through connecting and preparing students, employers, faculty, and alumni in their quests to reach their goals.

The Career Center is located in Lucina Hall 220. To make an appointment or for more information, contact the Career Center at 765-285-1522 or careercenter@bsu.edu.
Career Center
Lucina Hall 220
765-285-1522
bsu.edu/careers