

### Benefits

Career-related work experience increases your chances of finding satisfying employment upon graduation. Employers tell us they prefer candidates who have developed job-related skills and knowledge through career-related experience. Most important, experience of this type expands your network of professionals in your field of interest—a valuable resource as you conduct your search for a full-time job.

### Internships

- Involve part- or full-time work experience for academic credit that is directly related to your field of study, career goal, or both.
- Are either required or optional in each department at Ball State. Contact the internship coordinator in your academic department for more information.
- May be pursued without applying for academic credit.
- May be arranged during the academic year or summer.
- May be paid or unpaid.

### Internship Timeline

#### One to Two Semesters before Your Internship

- Conduct research on employers and develop a list of organizations you want to contact.
- Develop a résumé and cover letter to send to potential internship employers.
- Practice interview skills.
- Gather application materials (transcripts, references).

#### One Semester before Your Internship

- Interview for internships.
- Send thank-you letters to interviewers.
- Follow up with the interviewers if you haven't heard from them in a few weeks.
- Evaluate offers and examine the entire position, not just the compensation.
- Accept the position in writing.

### Internship Preparation

- Attend the Career Center's job-search programs to receive more information about the internship process.
- Review our online guide *Internships and Career Planning*, at <http://www.bsu.edu/careers/publications>. It contains extensive information about résumé, cover letter, and interview skills development for your internship search.
- Prepare your job-search materials (e.g., résumé, cover letter, references, portfolio).
- Meet with an advisor at the Career Center for an individual appointment or for drop-in advising (M, T, W, 1-3 p.m. and Th, F, 10-noon) for internship questions and résumé critiques.

### Finding Internship Opportunities

- Meet with the internship coordinator in your academic department and ask about organizations where other students in the department have completed internships.
- Speak to your professors. They may be able to give you suggestions, especially about summer research and summer fellowship opportunities.
- Visit the Career Lab for printed and web resources for finding internship postings.
- Review the internship positions section on Cardinal Career Link. On the Career Center's home page click Cardinal Career Link.
- Participate in on-campus interviews in the Career Center. Register through Cardinal Career Link.
- Visit the Internship section of the Career Center's Great Links to Explore at <http://www.bsu.edu/careers/links>.
- Attend the Fall Career Fair (September) and Cardinal Job Fair (spring semester) to talk with potential employers.
- Network with classmates, alumni, faculty, previous employers, family, friends, and professional organizations.
- Use telephone books and local small business associations.
- Look at the businesses and organizations in the Chamber of Commerce in the places where you would like to intern. A directory of chambers of commerce websites can be found at <http://www.chamberofcommerce.com>.

## Create Your Own Internship

Looking for organizations rather than listings opens up a world of possibilities in which to find work that is meaningful and challenging.

- **Clarify your goals and objectives.** Be sure that your résumé effectively communicates to employers the skills, educational background, and experience you would bring to the organization.
- **Focus your search.** Research places you would like to live, the industry or type of organization you are interested in and the type of work, the work environment, and the time commitment you would prefer.
- **Investigate the (not so) obvious.** If you already have a relationship with local organizations through volunteer or part-time work or summer positions, approach them about serving an internship. The key is to create a position that would fit your academic experience and career interests.
- **Make a direct contact with the hiring official in the organization.** Find out the name and e-mail address of the person by calling the company's general number and asking for this information. Then call or e-mail your internship proposal or résumé and cover letter to the hiring official.
- **Get an interview.** Sell your ideas for how you can help the organization or department through an internship by clearly stating your objectives; why you chose the organization; and how your skills, education, and abilities can contribute to its needs.
- **Evaluating offers.** It is important for you to understand clearly what type of work assignments you will be given, how you will be supervised, and any other conditions for the internship. With this information, evaluate the offer carefully before you accept it.

## Printed Resources

The Career Lab in Lucina Hall 235 has information to help you find opportunities and to assist you in your internship process. The lab is open Monday - Friday from 8 a.m. to 5 p.m. during the school year and from 7:30 a.m. to 4 p.m. during the summer.

- *Getting Your Ideal Internship*
- *The Internship Advantage*
- *The Internship Bible*
- *Internship Success*
- *Landing the Internship or Full-Time Jobs during College*
- *Making the Most of Your Internship*
- *Peterson's Internships*
- *Short-Term Job Adventures*

## Internship Databases

- Cardinal Career Link: <http://www.bsue.edu/careers/careerlink>
- Internships.com: <http://www.bsue.edu/careercenter/secure/interncompass/>
- Internships-USA: <http://www.bsue.edu/careercenter/secure/internshipspass/>
- Vault Career Insider: <http://www.bsue.edu/careercenter/secure/careerlibrary/>

## Web Resources

- Career Center publications: <http://www.bsue.edu/careers/publications>
- Great Links to Explore: <http://www.bsue.edu/careers/links>
- KEY Careers: <http://www.bsue.edu/keycareers>
- Career Management Action Plan: <http://www.bsue.edu/careers/cmap>
- Cardinal ViewJobs: <http://www.bsue.edu/careers/viewjobs>
- Quest: <http://www.bsue.edu/careers/quest>
- Indiana INTERNnet: <http://indianaintern.net>

If you need adaptations or accommodations for any of our educational programs or publications because of a disability, please contact  
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