

## **HOW DO I FIND AN INTERNSHIP?**

### ***Some suggestions from the Ball State Department of Telecommunications***

The department will help you as much as possible, but, ultimately, finding an internship is your responsibility.

1. Review the requirements to see if you qualify for a TCOM 391 Internship.
2. Review the TCOM Internship contact lists.
3. Search the Web.
4. Develop contacts on your own.
5. Meet with TCOM Internship Coordinator, Tim Pollard.
6. [Create or update your resume](#), and, if needed, your demo reel.

## **OTHER IMPORTANT CONSIDERATIONS WHEN CHOOSING YOUR INTERNSHIP**

1. Most internships are unpaid, so be realistic about money. If you want to live away from home, do you have the funds to cover your living expenses, such as rent, food, utilities, transportation, etc? Can you live with relatives or friends? Is public transportation a possibility?
2. Remember, the purpose of an internship is to work and learn. What time commitments will the company expect from you? What else in your life might interfere with meeting those commitments? Do yourself and the company a favor—think this through BEFORE you agree to an internship.
3. If the company requests a personal interview, research the company in advance so that you can speak intelligently and professionally with the interviewer.
4. Follow up your interview with a letter or e-mail thanking the appropriate people for their time and consideration. Find out when the company will make its decision.
5. When you get the internship, work with the internship coordinator to finalize details and registration for TCOM 391.

## **HOW TO BE A GOOD INTERN**

1. Always be on time. In fact, be early.
2. Stay late.
3. Offer to work on other things.
4. Ask what else you can do.
5. Be positive.
6. Be happy.
7. Do the menial tasks. Remember, everyone gets coffee.
8. Always act professionally.
9. Always dress appropriately.
8. Make a positive name for yourself.

Being a “good intern” will pay off for you down the road. If there are no permanent openings at that company, the people there may know of openings elsewhere. Remember, it’s all about contacts, and in the media industries, the “six degrees of separation” are really two.