GUIDEBOOK

Internships

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

Rusk Building, 3rd Floor
www.sfasu.edu/ccpd
936.468.3305 • ccpd@sfasu.edu
What is an internship?
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria for an experience to be defined as an internship:
1. The experience must be an extension of the classroom: a learning experience that provides application of the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Benefits of hiring interns
Undeniably, students benefit a great deal from the internship experience in today’s increasingly competitive job market. For the majority of graduating college students, real-world experience in the form of internships has become a prerequisite when applying for full-time positions. **What does this mean for you, the employer?** Bottom line, an increased demand among students for internship positions which create a pool of high-value, cost effective talent for employers to recruit! Check out these other benefits and begin to see the real value in hiring an intern!

- Gain year round source of highly motivated pre-professionals
- Student interns bring new perspectives to old problems
- Meet peak or seasonal needs without long-term commitment
- Freedom for professional staff to pursue more creative projects
- Generates pipeline of qualified candidates to meet future recruiting needs
- Increase visibility and branding of your organization on SFA campus
- Enhancement of staff supervisory skills
- Fulfill a civic and professional responsibility
- Help to keep college-educated talent in our region

Internships at SFA
At Stephen F. Austin it is important to know that each academic department handles internships differently. Each academic department determines if an internship will be mandatory, optional, or not an offered component of their degree plan. For academic departments who do offer course credit for internships, it in most cases is the chair of the department who determines if the
experience constitutes as an approved internship opportunity and eligible for course credit towards a student’s degree. See below for a listing of academic departments offering course credit for approved internship opportunities.

## SFA Internship Courses

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>ACC 485</td>
</tr>
<tr>
<td>Agriculture</td>
<td>AGR 431, 432, 433</td>
</tr>
<tr>
<td>Anthropology</td>
<td>ANT 400</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHE 480, 481</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>COM 390</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CSC 385</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CJS 460</td>
</tr>
<tr>
<td>Economics</td>
<td>ECO 485</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>Internship I: ELE 351 &amp; lab, 352 &amp; lab, ECH 332, RDG 415 &amp; lab</td>
</tr>
<tr>
<td></td>
<td>Internship II: ELE 301 &amp; lab, 302 &amp; lab, 303 &amp; lab, ECH 432 &amp; lab</td>
</tr>
<tr>
<td></td>
<td>Student Teaching: ELE 440, 441, 442</td>
</tr>
<tr>
<td>English</td>
<td>ENG 460, 474</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>ENV 460</td>
</tr>
<tr>
<td>Finance</td>
<td>FIN 485</td>
</tr>
<tr>
<td>Forestry</td>
<td>FOR 460</td>
</tr>
<tr>
<td>General Business</td>
<td>GBU 485</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td>GIS 460</td>
</tr>
<tr>
<td>Geography</td>
<td>GEO 400</td>
</tr>
<tr>
<td>Geology</td>
<td>GOL 364</td>
</tr>
<tr>
<td>Health Science</td>
<td>HSC 480</td>
</tr>
<tr>
<td>Human Sciences</td>
<td>HMS 420</td>
</tr>
<tr>
<td>Journalism / Radio-Television</td>
<td>MCM 480</td>
</tr>
<tr>
<td>Management</td>
<td>MGT 476</td>
</tr>
<tr>
<td>Marketing</td>
<td>MKT 486</td>
</tr>
<tr>
<td>Music Technology</td>
<td>MUT 499</td>
</tr>
<tr>
<td>Physics / Engineering</td>
<td>PHY 485</td>
</tr>
<tr>
<td>Political Science</td>
<td>PSC 499</td>
</tr>
<tr>
<td>Public Administration</td>
<td>PBA 470</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>RHB 495, 496</td>
</tr>
<tr>
<td>Secondary Education</td>
<td>SED 450 &amp; lab, 460 &amp; lab</td>
</tr>
<tr>
<td>Social Work</td>
<td>SWK 300, 455, 470, 475, 480</td>
</tr>
<tr>
<td>Sociology / Gerontology</td>
<td>SOC 400</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPA 460</td>
</tr>
<tr>
<td>Special Education</td>
<td>SPE 461</td>
</tr>
<tr>
<td>Theatre</td>
<td>THR 452</td>
</tr>
</tbody>
</table>
If you want an internship and do not know where to start, here are some helpful suggestions:

<table>
<thead>
<tr>
<th>Online Resources</th>
<th>Other Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCPD Handshake/Handshake:</strong></td>
<td>• Internship Coordinator in your department</td>
</tr>
<tr>
<td>➢ Go to <a href="http://www.sfasu.edu/ccpd">www.sfasu.edu/ccpd</a></td>
<td>• Faculty members in the field</td>
</tr>
<tr>
<td>➢ Click on “Handshake”</td>
<td>• Contact your local Chamber of Commerce or visit their website!</td>
</tr>
<tr>
<td>➢ Click on Student</td>
<td>• Newspaper Classified Section</td>
</tr>
<tr>
<td>➢ Login using your mySFA credentials</td>
<td>• Salary Information Sites</td>
</tr>
<tr>
<td>• Job &amp; Internship Websites:</td>
<td>• Moving and Relocating sites</td>
</tr>
<tr>
<td>- <a href="https://alldiversity.com/">https://alldiversity.com/</a></td>
<td>• Contacting organizations you admire and wish to work for one day</td>
</tr>
<tr>
<td>- <a href="https://www.careeronestop.org/">https://www.careeronestop.org/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.careerbuilder.com/">https://www.careerbuilder.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://collegegrad.com/">https://collegegrad.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.collegerecruiter.com/">https://www.collegerecruiter.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.employmentguide.com/">https://www.employmentguide.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.experience.com/">https://www.experience.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.hound.com/">https://www.hound.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.indeed.com/">https://www.indeed.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.jobbankusa.com/">https://www.jobbankusa.com/</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="https://www.youtern.com/">https://www.youtern.com/</a></td>
<td><strong>CCPD does not and cannot guarantee the completeness or accuracy of sites listed. Information is subject to change and users should therefore confirm all information related to programs and resources with the appropriate contact. These external websites are provided for convenience only. CCPD has no control over their content. The suggestion of any site does not imply endorsement by CCPD and users are advised to exercise the same caution they would</strong></td>
</tr>
</tbody>
</table>
Now that you have obtained an internship, you will want to make the most of this special learning experience. Here are a few pointers to help get you started!

1. **Get properly oriented** by obtaining a copy of the organization’s policies/procedures, seeking an introduction to the staff and requesting a tour of the workplace.
2. **Ask questions** if you do not understand something. Your supervisor is there to teach while supervising.

3. **Contribute** your suggestions and ideas whenever an opportunity arises.

4. **Assume responsibility** by showing an interest in a project that has yet to be completed. Interns offer employers a fresh perspective.

5. **Make sure you have everything you need** to complete the projects you are assigned. Being able to produce results is of the utmost importance to an employer.

6. **Seek out projects** and training opportunities that will enable you to learn, develop, and utilize your transferable skill set.

7. **Take detailed notes** in staff meetings, meetings with your supervisor, and when working on new projects. These notes will prove helpful as your responsibilities grow, and when seeking future employment.

8. **Keep organized records** of your work by creating a journal of your internship activities including tasks, strengths and weaknesses, difficulties, and evaluations. This will help in future employment opportunities.

9. **Learn what other professionals do within your company** to become aware of other possible careers and learn about the organization’s other aspects.

10. **Pay attention to the corporate culture** of your internship site. Notice cues such as how professionals communicate; the reliance on team or individual work; the decision-making process; the reward system; appropriate dress, etc.

11. **Attend professional association meetings** in which your organization belongs. Professional associations offer opportunities to network, provide up-to-date information about your profession, and offer trainings in specific areas related to your field.

12. **Start a network list** with names, titles, addresses, phone numbers, and email addresses. You will want to refer to this information in the future, whether using the contact as a reference or for networking purposes.

13. **Set up periodic evaluative meetings** to address questions about projects or assignments. Use these meetings as a forum for feedback and progress.

"Take full advantage of your internship experience by learning and doing."
Transferable skills are skills that can be acquired in a wide variety of settings – life, work, classroom – and applied to a job position for which you are applying.

Using transferable skills
How portable is your skill set? To be successful in the job search, you must be able to apply your transferable skill set to the job description. Incorporate transferable skills (and examples of them)

- Within your cover letter
- On your résumé, within Objective, Skills and/or job duties
- In your interview
- During your two minute commercial

Transferable skills examples
The following are common transferable skills and questions to help you begin to think about the transferable skills you possess.

**Communication skills** include writing, speaking, and interpersonal skills.
*How often have you presented to a group or class? Can you persuade and engage others?*

**Problem solving/Analytical skills** highlight research experience and decision-making skills.
*Think of a problem that you encountered at SFA or in the workplace. How did you arrive at a solution?*
**Teamwork** demonstrates effectiveness and results as a member of a functional team (e.g. classroom group projects, sports teams, internships, student organizations, etc.). What role have you played on teams? What are the elements that contributed to team success? What did you learn when you failed as a team? Why do some teams succeed and others fail?

**Initiative** demonstrates ways you have taken initiative and achieved positive results. Did you address a problem that was causing a loss in productivity? What have you done to go beyond the job description?

**Leadership skills** are demonstrated by being a student leader, founding an organization, or leading a project team. The result of your leadership is what is important. What did your group/team accomplish during your tenure as the leader?

**Flexibility** means that you thrive on change, are not paralyzed by it, and can adapt to new rules quickly. What situations demonstrate your ability to adapt to change?

**Creativity** is your ability to think outside of the box and be original. How original is your approach to a challenge? Did you color outside the lines? Can you give a specific example of innovation?

**Willingness to learn** expresses your interest in learning more about a field. Can you provide past experiences that illustrate your willingness to learn?

Now that you’ve learned more about transferable skills, it’s your turn to identify and capitalize on your own! Use the worksheets on the following pages to determine your strongest transferable skills.
Identify your transferable skills

This exercise will help you identify your transferable skills. This will be particularly useful for marketing yourself to employers in interviews, cover letters, and on your résumé.

**Instructions**

1. Place a check mark next to each skill you possess. Consider all settings in which you demonstrated each skill (ex. coursework, extracurricular activities, organizations/clubs, volunteer work, etc.)
2. Review the items you have checked and narrow your list to your 10 strongest skills
3. For each of the 10 skills selected, complete the following page, expanding on specific examples of how you demonstrated this skill in the past

**Analytical**
- Analyzed
- Assessed
- Compared
- Conceptualized
- Critiqued
- Devised
- Diagnosed
- Estimated
- Evaluated
- Identified
- Inspected
- Interpreted data
- Investigated
- Made decisions
- Observed
- Predicted
- Projected
- Proved
- Reflected
- Researched
- Reviewed
- Screened
- Solved problems
- Studied
- Surveyed
- Tested
- Thought critically
- Validated

**Communication**
- Communicated
- Conveyed
- Debated
- Defined

**Creative**
- Acted
- Advertised
- Authorized
- Created
- Designed
- Developed
- Displayed
- Entertained
- Illustrated
- Improvised
- Innovated
- Performed
- Produced
- Promoted

**Financial**
- Appraised

**Helping**
- Advised
- Assisted
- Coached
- Collaborated
- Counseled
- Fostered
- Guided
- Informed
- Mentored
- Supported
- Taught
- Tutored
- Trained
- Volunteered

**Leadership**
- Assigned
- Authorized
- Chaired
- Directed
- Delegated
- Enforced
- Facilitated

**Persuasion**
- Encouraged
- Influenced
- Mediated

**Organizational**
- Administered
- Categorized
- Collected
- Compiled
- Consolidated
- Coordinated
- Maintained
- Managed change
- Managed a crisis
- Managed people
- Managed resources
- Presided
- Recommended
- Supervised

**Analytical**
- Described
- Drafted
- Edited
- Explained
- Foreign language
- Interacted
- Interviewed
- Listened
- Presented
- Published
- Read
- Reported
- Responded
- Spoke in public
- Summarized
- Wrote

**Audited**
- Balanced
- Budgeted
- Calculated
- Earned
- Invested
- Merchandised
- Raised funds
- Purchased

**Helping**
- Advised
- Assisted
- Coached
- Collaborated
- Counseled
- Fostered
- Guided
- Informed
- Mentored
- Supported
- Taught
- Tutored
- Trained
- Volunteered

**Leadership**
- Assigned
- Authorized
- Chaired
- Directed
- Delegated
- Enforced
- Facilitated

**Organizational**
- Founded
- Initiated
- Hired
- Implemented
- Managed change
- Managed a crisis
- Managed people
- Managed resources
- Presided
- Recommended
- Supervised

**Helping**
- Advised
- Assisted
- Coached
- Collaborated
- Counseled
- Fostered
- Guided
- Informed
- Mentored
- Supported
- Taught
- Tutored
- Trained
- Volunteered

**Leadership**
- Assigned
- Authorized
- Chaired
- Directed
- Delegated
- Enforced
- Facilitated

**Persuasion**
- Encouraged
- Influenced
- Mediated
____ Motivated
____ Persuaded
____ Negotiated
____ Recruited
____ Sold

**Technical**
____ Assembled
____ Constructed
____ Compiled
____ Engineered
____ Installed
____ Integrated
____ Operated
____ Measured
____ Programmed
____ Repaired
____ Upgraded

**Added value**
____ Adapted
____ Enhanced
____ Improved
____ Maximized
____ Minimized
____ Shaped
____ Streamlined
____ Strengthened
____ Supplemented
____ Updated
<table>
<thead>
<tr>
<th>Transferable Skill</th>
<th>Work Experience, Internship(s)</th>
<th>Course Projects, Research</th>
<th>Extracurricular Activities, Volunteer Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. Delegated</td>
<td>Team leader at chain restaurant. Oversaw 10 other servers per shift.</td>
<td>Marketing Team Project: Initiated leadership for team of 4 to complete marketing campaign.</td>
<td>President of social fraternity. Delegated to 5 other executive board members.</td>
</tr>
</tbody>
</table>

...
### Transferable Skills

Stephen F. Austin State University | Center for Career and Professional Development

What are your strengths? What could you improve? What are your proficiencies? What skills could be developed additionally? This chart will help you determine these and guide in your career decision-making.

#### Planning and Organizational Skills

<table>
<thead>
<tr>
<th>Already Possess</th>
<th>Must Develop</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ □</td>
<td>Develop goals for an organization</td>
</tr>
<tr>
<td>□ □</td>
<td>Identify tasks to be accomplished</td>
</tr>
<tr>
<td>□ □</td>
<td>Prioritize and delegate tasks</td>
</tr>
<tr>
<td>□ □</td>
<td>Facilitate brainstorming and discussions on program planning process</td>
</tr>
<tr>
<td>□ □</td>
<td>Conduct meetings</td>
</tr>
<tr>
<td>□ □</td>
<td>Coordinate organization members’ activities</td>
</tr>
<tr>
<td>□ □</td>
<td>Motivate others on group projects</td>
</tr>
<tr>
<td>□ □</td>
<td>Follow up with other members to evaluate progress, give constructive feedback, and praise to others for work well done</td>
</tr>
</tbody>
</table>

#### Critical Thinking, Problem-Solving, & Conflict Resolution Skills

| □ □ | Understand the steps involved with effective decision-making |
| □ □ | Implement sound decisions |
| □ □ | Facilitate group participation in the decision-making process |
| □ □ | Take responsibility for decisions |
| □ □ | Evaluate the effects of a decision |
| □ □ | Be able to evaluate all options and make decisions without feeling pressured |
| □ □ | Explain unpopular decisions to others |
| □ □ | Motivate others toward common goals |
| □ □ | Use appropriate management and mentoring skills with peers and/or subordinates |

#### Interpersonal/Teamwork and Teambuilding Skills

| □ □ | Collaborate on projects |
| □ □ | Motivate team members toward common goals |
| □ □ | Understand strengths and weaknesses of members, using strengths to build team development |
| □ □ | Support and praise members for reaching goals and accomplishments |

#### Verbal and Written Communication Skills

| □ □ | Organize and present ideas effectively in formal and informal speeches and writing |
| □ □ | Effectively participate in group discussions |
| □ □ | Prepare concise and logically written materials |
| □ □ | Listen carefully and respond to verbal and non-verbal messages |
| □ □ | Respond appropriately to positive and negative feedback |
| □ □ | Debate issues without being perceived as abrasive to others |
Transferable Skills

Financial Management Skills

- Develop an accurate budget, estimating expenses, and income
- Justify the organization’s budget to others
- Work within a budget
- Keep accurate and complete financial records
- Ensure timeliness of payments
- Determine necessity of fund-raising events; strategize and organize as needed
- Formulate questions to clarify problems, topics, or issues
- Identify appropriate information sources for problem solving
- Facilitate group members in identifying and evaluating possible solutions
- Identify range of solutions and select most appropriate ones
- Develop plans to implement solutions
- Be capable of handling more than one problem at a time

Rusk Building, 3rd Floor • 936.468.3305 • ccpd@sfasu.edu • www.sfasu.edu/ccpd