

GUIDEBOOK

Internships

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT



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Internship 101

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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 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.

Finding Your Internship

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If you want an internship and do not know where to start, here are some helpful suggestions:

Online Resources	Other Resources
<ul style="list-style-type: none">• Handshake:<ul style="list-style-type: none">➤ Go to www.sfasu.edu/handshake➤ Click on "Login With SFA Credentials"➤ Login using your mySFA credentials➤ Click on "Jobs" and select the "Internship" filter • Job & Internship Websites:<ul style="list-style-type: none">https://www.careeronestop.org/https://www.careerbuilder.com/https://collegegrad.com/https://www.collegerecruiter.com/https://www.employmentguide.com/https://www.experience.com/https://www.hound.com/https://www.indeed.com/https://www.jobbankusa.com/https://www.youtern.com/ <p>** 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 normally apply in visiting any unknown website.</p>	<ul style="list-style-type: none">• Set up an Internship Search Career Coaching appointment with the CCPD! • Internship Coordinator in your department • Faculty members in the field • Contact your local Chamber of Commerce or visit their website! • Salary Information Sites • Moving and Relocating sites • Contacting organizations you admire and wish to work for one day

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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

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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](#)

FIGURE 39

Employers Rate the Essential Need of the Career Readiness Competencies

Competencies	Weighted Average Rating*
Critical Thinking/Problem Solving	4.62
Teamwork/Collaboration	4.56
Professionalism/Work Ethic	4.46
Oral/Written Communications	4.30
Leadership	3.82
Digital Technology	3.73
Career Management	3.46
Global/Multi-cultural Fluency	3.01

*5-point scale, where 1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=essential, 5=Absolutely essential

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.

Transferable Skills

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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

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

Creative

Acted
 Advertised
 Authored
 Created
 Designed
 Developed
 Displayed
 Entertained
 Illustrated
 Improvised
 Innovated
 Performed
 Produced
 Promoted

Financial

Appraised

Audited
 Balanced
 Budgeted
 Calculated
 Earned
 Invested
 Merchandised
 Raised funds
 Purchased

Helping

Advised
 Assisted
 Coached
 Collaborated
 Counseled
 Fostered
 Guided
 Informed
 Mentored
 Served
 Supported
 Taught
 Tutored
 Trained
 Volunteered

Leadership

Assigned
 Authorized
 Chaired
 Directed
 Delegated
 Enforced
 Facilitated

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

Organizational

Administered
 Categorized
 Collected
 Compiled
 Consolidated
 Coordinated
 Maintained
 Managed time
 Monitored
 Organized
 Planned
 Performed data entry
 Prioritized
 Processed
 Recorded
 Ran reports
 Scheduled

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

Transferable Skills

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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

Already Possess Must Develop

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Develop goals for an organization |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify tasks to be accomplished |
| <input type="checkbox"/> | <input type="checkbox"/> | Prioritize and delegate tasks |
| <input type="checkbox"/> | <input type="checkbox"/> | Facilitate brainstorming and discussions on program planning process |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct meetings |
| <input type="checkbox"/> | <input type="checkbox"/> | Coordinate organization members' activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivate others on group projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Follow up with other members to evaluate progress, give constructive feedback, and praise to others for work well done |

Critical Thinking, Problem-Solving, & Conflict Resolution Skills

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

Interpersonal/Teamwork and Teambuilding Skills

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Collaborate on projects |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivate team members toward common goals |
| <input type="checkbox"/> | <input type="checkbox"/> | Understand strengths and weaknesses of members, using strengths to build team development |
| <input type="checkbox"/> | <input type="checkbox"/> | Support and praise members for reaching goals and accomplishments |

Verbal and Written Communication Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Organize and present ideas effectively in formal and informal speeches and writing |
| <input type="checkbox"/> | <input type="checkbox"/> | Effectively participate in group discussions |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare concise and logically written materials |
| <input type="checkbox"/> | <input type="checkbox"/> | Listen carefully and respond to verbal and non-verbal messages |
| <input type="checkbox"/> | <input type="checkbox"/> | Respond appropriately to positive and negative feedback |
| <input type="checkbox"/> | <input type="checkbox"/> | Debate issues without being perceived as abrasive to others |

Transferable Skills

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Research and Investigation Skills

- Utilize a variety of sources for information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Formulate questions to clarify problems, topics, or issues
- Identify appropriate information sources for problem solving

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

Decision-Making, Supervisory, Management & Leadership Skills

- Understand the steps involved with critical thinking
- Anticipate problems before they occur
- Recognize if a problem needs to be addressed
- Define the problem and identify possible causes
- 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