

Winter 2004  
Volume 3, Issue 2

## Building a Career with Experience Internship Newsletter

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*Meet William Cain '83 and Craig Thompson '05*

*Internship Forum*

*Intern returns from Washington, DC*

*Tips to ensure a positive internship*

### **Career Services**

Campus Center  
Room 8  
(508) 531-1328  
Internship Office  
Room 6  
[jpaganelli@bridgew.edu](mailto:jpaganelli@bridgew.edu)

### **WHERE TO START**

- If you are seeking academic credit, make sure to meet with the faculty internship coordinator in your department.
- Research internship leads through your department, the internship database and other resources in Career Services.
- Make an appointment with John Paganelli, (508) 531-1328.
- Prepare a cover letter and resume; have it critiqued by a Career Services staff member.

### **Career Services Office Expands into New Space!**

The Career Services Office is pleased to announce the Internship Program has expanded to new office space in the Campus Center, Room 006. The new space offers, for the first time, space entirely dedicated to internship resources including local, regional and national directories, company information, books, and handouts. In addition, a student computer is available providing immediate access to the BSC online Internship Database and the ability for students to conduct research on internship openings. BSC's online Internship Database can be found at: <http://www.bridgew.edu/careerservices/internships>.

### **Introducing Two New Counselors in Career Services**



**Colleen Oliva**  
Assistant Director



**Kathy Sabet**  
Career Counselor

### **Meet the Career Services Team**



**Back row: Tracey Connell, Kathy Sabet, Alice Parsons, Colleen Oliva**  
**Front row: John Paganelli, Denise Diliddo, Christine Paul Tetreault**

**Employer Profile**

**Enterprise Rent-A-Car**

Contact: Sare´ B. Arnold  
 Recruiting Manager  
 Location: W. Bridgewater, MA

Enterprise Rent-A-Car is the largest rental car company in North America and has over 5,000 offices in the US, Canada, the United Kingdom and Germany.

Ms. Arnold participates in our Mock Interview Night, Fall Internship Fair, Annual Job Fair, On- Campus Recruiting and is our Spring 2004 **Employer in Residence.**



**Sare´ B. Arnold**

Best of all, Enterprise hosts several BSC student interns annually. All majors are welcomed.



If you have ideas for featuring BSC student interns or other story ideas, contact John Paganelli at (508) 531-1328 or by e-mail at [jpaganelli@bridgew.edu](mailto:jpaganelli@bridgew.edu)

**BRIDGEWATER & HARVARD UNITE OVER INTERNSHIP**

**Craig Thompson '05 interns with William Cain '83, Senior Human Resource Officer, Harvard University - Spring 2004**

**William Cain '83 (Alumni & Internship Supervisor):** "It's hard to believe that it was 21 years ago that I did my internship as a senior at BSC. How time flies by so quickly! Today I'm supervising an intern, Craig Thompson, who is in the same Industrial and Organizational Psychology program which I followed at the college. I'm delighted to have Craig working with us this semester at Harvard, and to be able to pass on some of my knowledge of Human Resources to him. Craig is working on a number of projects for us that give him a broad exposure to Human Resources work".



William Cain '83, Senior Human Resources Officer, (left) Craig Thompson '05, Intern, (right) Harvard University, Human Resources Management

**Craig Thompson '05 (intern):**

"The Career Services Office at BSC has helped me to find an internship that utilizes everything that I have learned, as well as teaches everything I still need. This internship has granted me the key to graduate school and my future. My duties include: researching and drafting a new performance evaluation, updating information in the HR database, assisting in creating materials for training, and learning employment processes, including conducting reference checks on potential candidates for hire."



**Internship Forum**  
**Careers in Communication**

**Wednesday, March 24, 2004**  
**10:00 am – 11:30 am**  
**Campus Center Council Chambers**

Hear student interns and alumni share their internship experience. Featured panelists include:

**Jeffrey Fowler '03**  
**BTV9**

**Craig Murphey '04**  
**Talk Radio News Service**

**Judy Graham '01**  
**Easily Arranged**

**Cristina Nardozi '05**  
**WHDH Channel 7**

To register visit: [www.bridgew.edu/careerservices/onlineworkshops.cfm](http://www.bridgew.edu/careerservices/onlineworkshops.cfm)



## From The Washington Center

By Craig Murphey '04

Major: Communication Studies

Placement: Talk Radio News Service, Fall '03

After spending the last three months in our nation's capital, I would argue that Washington, D.C. is the most diverse city in America. Interning and living there allowed me to see what diversity really means. I met people from Puerto Rico, Mexico, Canada, Hawaii, and London, each bringing their own cultural perspectives, beliefs, and personality. I am truly a better person for having spent the last semester in our nation's capital.

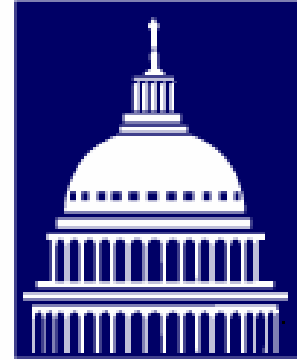
It was the political diversity that I found most interesting. Not only is Washington, DC a microcosm of the entire political spectrum, but it is also the most politically active and energized community that I have experienced. Throughout the city various political topics are discussed and debated with great passion and intelligence. Whether at a dance club, a café, a restaurant, or in the subway, people discuss what is going on in Congress or recent news stories. This is the type of fast paced environment that I want to live in. I can honestly say that it was the best experience of my college career.

The internship was better than I could have imagined. I worked inside the White House, all over the DC area, and almost exclusively in the Capitol for nearly two months. I met staff from members of Congress and reporters from Fox News, CNN, Scripts Howard News Service, and others. I had the opportunity to work inside the news industry in a variety of different positions and with numerous roles and responsibilities. My experience wasn't the exception; it was the norm. My roommates all had great internship placements: the Federal Trade Commission, American Committee for Young Political Leaders, and with a Congressman at the Capitol. I made friends who worked at foreign embassies, the White House, advertising agencies, CNN, and elsewhere. Most of my friends loved their internships and said that they would try very hard to come back to DC after college.

Aside from the internship experience, each intern also had exposure to various other career avenues that closely matched their interests. The Washington Center set up lectures and specialized programs for each academic area. We heard from the executive director of USAID, Senator Chuck Hagel, editors from The Globalist and Kids National Geographic. We also appeared on two television shows: CSPAN's Close Up and Crossfire.

My internship in Washington DC was exactly the kind of hands-on experience that every college student should have to learn about professional etiquette, performance expectations, and the job market. While I now know that I don't want to become a journalist or a producer, my experience in DC was nothing less than fantastic. It provided me with the skills and confidence that few college graduates could ever gain through classes alone.

THE  
WASHINGTON  
CENTER®



*For Internships and  
Academic Seminars*

**Upcoming application  
deadline dates for The  
Washington Center  
Program:**

**Summer 2004** deadline date  
is **Friday, Feb. 27<sup>th</sup>, 2004**

**Fall 2004** deadline date is  
**Friday, April 30<sup>th</sup>, 2004**



**Craig Murphey '04**

**"The internship was better  
than I could have imagined!"**

### Getting the Most from Your Internship Important Tips While On the Job

- Define the scope of the experience at the onset. Try to get a broad generalists perspective but also have some clearly defined projects for completion.
- Plan and set regular staff meetings with your site supervisor to let each other know your progress and where you need support.
- Report concerns or problems immediately.
- Be on time and be willing to *go the extra mile*. Show your enthusiasm, professionalism and ability to work well with others.
- Keep a journal or daily log of your experience. This will help you to identify your accomplishments more easily at the end of the experience.
- Dress professionally. Observe the dress code of the organization.
- Learn about the organizational culture, norms and expectations.
- Seek out mentors and support people in the organization.
- Attend professional association meetings, conferences and staff meetings when appropriate.
- Avoid office politics, gossip and romantic relationships.
- Treat everyone with respect and kindness including clients, secretaries and constituents.
- Be polite and assertive. Have a positive attitude even if some tasks are not what you hope to do in the future.
- Be a good listener and establish yourself as professional colleague.
- Establish good working relationships with site and faculty supervisors so you can leave with contacts within the field and a strong letter(s) of reference.

Source: Career Planit



CSO Marketing Coordinator **Katie McCormick '05** bulletin board design



CSO Career Assistant **Santio Cupon '05** poster design

#### SPECIAL THANKS

Special thanks to Sare B. Arnold, Recruiting Manager, Enterprise Rent A Car, William Cain, '83, Senior Human Resources Officer, Harvard University, Craig Thompson, '05, and Craig Murphey, '04 for their contributions to the Winter 2004 Internship Newsletter.

#### INTERNSHIP DATABASE

The internship database maintained by the Career Services Office has over 400 hundred opportunities for students considering internships. Search internships by career field, geographic location as well as paid & non-paid opportunities.

[www.bridgew.edu/careerservices/intern](http://www.bridgew.edu/careerservices/intern)

#### JOB OUTLOOK 2004

College Job Market Improves: Employers Expect to Hire More New College Grads!  
Employers' advice to students:

1. Research each company.
2. Gain relevant work experience, INTERN!
3. Be prepared for the interview.

Source: National Association of Colleges and Employers (NACE)