

Fall 2004  
Volume 4, Issue 1

## Building a Career with Experience Internship Newsletter

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Internship Office  
Campus Center  
Room 6  
(508) 531-1328  
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### 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 Counselor.



## Internship Fair Wednesday, November 3, 2004 11:00 a.m. – 2:00 p.m. Campus Center Ballroom

The Internship Fair is a great way to meet a wide variety of local employers - all under one roof. The Internship Fair brings together prospective student interns and employers from the private sector, government agencies and nonprofit organizations. Employer participants will include: Fitcorp, Greater Boston Convention & Visitor's Bureau, New England Center for Children, New England Aquarium, Putnam Investments, PricewaterhouseCoopers, Third District Court and WCVB-TV/Channel 5 and many more.

### Prepare for the Internship Fair – Attend these informative workshops!

Monday, October 18 <sup>th</sup>	<b>The Washington Center Information Session</b> Crimson and White Room, 4:00 – 5:00 p.m.
Tuesday, October 19 <sup>th</sup>	<b>Resume Writing</b> Moakley 135, 3:00 – 4:30 p.m.
Wednesday, October 20 <sup>th</sup>	<b>International Programs, Study Abroad &amp; National Exchange Program</b> Crimson & White Room, 12:00 – 1:00 p.m.
Thursday, October 21 <sup>st</sup>	<b>TWC Application Workshop</b> Crimson & White Room, 3:00 – 4:00 p.m.
Monday, October 25 <sup>th</sup>	<b>Resume Writing</b> Harrington 202, 12:00 – 1:30 p.m.
Tuesday, October 26 <sup>th</sup>	<b>Developing an Internship</b> Crimson & White Room, 3:00 – 4:00 p.m.
Wednesday, October 27 <sup>th</sup>	<b>Internship Ice Cream Social</b> One Park Ave, 2:00 – 3:00 p.m.
Thursday, October 28 <sup>th</sup>	<b>How to Work an Internship Fair</b> Maxwell Library, MDR, 3:00 – 4:00 p.m.
Tuesday, November 2 <sup>nd</sup>	<b>How to Work an Internship Fair Brown Bag Lunch</b> Career Services Office, 12:15 – 1:15 p.m.

**Bring plenty of resumes - Business casual dress suggested!**

**Employer Profile**



**The Fuller  
Museum of  
Art**

455 Oak Street  
Brockton, MA 02301  
Tel: (508) 588-6000  
Fax: (508) 587-6191

Fuller Craft Museum was founded in 1969 as the Brockton Art Center Fuller Memorial with funds provided by the bequest of Myron L. Fuller, a Brockton geologist and entrepreneur. Since its inception, the institution has been dedicated to the arts and art education. Situated on 22 acres of woodland in Brockton, on the shores of Upper Porter's Pond, adjacent to D.W. Field Park (inspired by Frederick Law Olmsted), the museum is housed in an award-winning contemporary building, designed by J. Timothy Anderson.

**Internship Opportunities**

Interns are accepted on a rolling basis as can be accommodated. Applicants should be college upperclassmen or graduate students and be able to commit to 8 -15 hours per week. Those interested in interning are encouraged to apply early, before the college semester begins.

Check out their website at:  
[www.fullermuseum.org](http://www.fullermuseum.org)



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)

**Meet Oben Johnson III, Intern at Sun-Life Financial, Wellesley, MA**

This summer I worked as a Pensions and Benefits Intern in the Human Resources Department at Sun-Life Financial. The company is one of the largest providers of life insurance and other forms of wealth protection. Sun-Life, a Canadian company, is ranked as a Fortune Global 500 company and operates throughout the world in the United Kingdom, Asia, and the United States. The company employs more than 10,000 people worldwide. Sun-Life Financial, United States is headquartered in Wellesley, Massachusetts.

The corporate experience offered at Sun-Life Financial was one of the most rewarding experiences of my college career. The first two weeks of the month were spent working on "snapshots" United Health Care ASO Bill Insurance Premiums for the company's retired agents and retired staff. This also included data input to the stop loss report and reconciling the database to the medical and dental carriers. The "snapshots" required me to gather information on active employees through People Soft and convert that data to an Excel spreadsheet. After completing the conversion, I used V-Looks to match the medical and dental coverage data with the appropriate spreadsheets.

Through my internship experience at Sun-Life Financial, I was able to gain an in depth knowledge of Human Resource operations at a large financial institution. I was also given the opportunity to network with prospective employers on a regular basis and utilize and refine my Microsoft Excel skills.

My advice to students is to find and complete an internship. The experience, knowledge, networking, and skills you gain while working for a company, outside of the classroom environment, will be invaluable as you begin your job search.



**Oben Johnson III, '06 with site supervisor, Mr. Robert De'Clercq, Director of Human Resource Operations at Sun-Life Financial, Wellesley, MA**

**CAMPAIGN 2004 - The National Political Conventions Seminars**



**Reika Katayama '06, at the Democratic National Convention, Boston, MA**

participated in the intensive two-week [Campaign 2004 - The National Political Conventions Seminars](#) which included attending panel discussions, lectures, site visits and a field assignment at the convention.

Through The Washington Center Internship Program, Reika Katayama '06 also attended the convention, as an intern for the Tokyo Broadcasting System International (TBSI). Reika gained experience writing and editing transcripts, assisting with video shoots, and helped produce a short feature story which aired in Japan.

Since 1984, [The Washington Center](#) for Internships and Academic Seminars has organized academic programs at both major national political conventions. The Washington Center works closely with party officials, candidates, public officials, the media, political consultants, corporations, and the host cities to create an exciting environment for students interested in learning about and being part of the political process.

Several Bridgewater State College students took part, this summer, in The Washington Center Internship programs attending the Democratic National Convention in Boston. Jennifer Cunningham '05, Shannon Moriarty '05, and Tanya Turner '06

## ***From The Washington Center, TWC***

**By: Neil Grant '05**

**Major: Accounting and Finance**

**Placement: Private Bank at Bank of America**

The Washington Center Program was excellent. In the first three weeks of living and working in DC, I experienced more than I have at home in the past three years. Not only did I see the capitol, the Jefferson and Lincoln memorials, the White House, and the Federal Reserve, but I also met extraordinary people from around the globe, many of whom I now call good friends. In addition to the eye opening sites and interesting people, TWC allowed me to begin building a foundation for my future career in the finance industry.

Interning with Private Bank at Bank of America gave me the opportunity to put some of my coursework to the test with hands-on industry activities and projects. I worked closely with a broker to generate leads, review investment portfolios, and complete financial documents from high net-worth individuals. I was exposed to building portfolios customized to the individual client needs and risk tolerance, implementing the formal recommendations, and monitoring portfolios going forward.

I would highly recommend TWC to any and all students. Getting industry experience, seeing the sites of our nation's capital, and meeting interesting people from around the world all combined to make the Washington Center Program a valuable experience for me.

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**By: Tadashi Wakazono '06**

**Major: Economics**

**Placement: World Sindhi Institute**

This past summer, I participated in The Washington Center for Internships and Academic Seminars and interned at the World Sindhi Institute.

The World Sindhi Institute (WSI) is the human rights organization for Sindhi in the southeastern province of Pakistan. At WSI, I worked on the campaign for the Sindhi Language Program in Voice of America and researched a range of issues in Sindhi. As part of my work, I attended various meetings such as the United Nations Association and the Congressional Human Rights Caucus. I also met and talked with people from numerous organizations, Congressional staff, and senior officers from many federal agencies.

I was interested in a new experience beyond the classroom and listening to theory. My classroom this past summer was the nation's capital. Being in Washington, DC was a dynamic and exciting experience that also provided me with a taste of the real world of work.

I strongly recommend BSC students consider interning in Washington, D.C. Your choices are unlimited. You will be amazed at just how many organizations and companies there are in DC. I guarantee that it will be an amazing experience.



Neil Grant '05



**Application Deadlines:**

**Spring 2005**

Monday, November 1, 2004

**Summer 2005**

Monday, February 28, 2005



Tadashi Wakazono '06



## Internship Ice Cream Social

October 27, 2004  
 One Park Ave., Campus Center  
 2:00 p.m. – 3:00 p.m.

Meet current and former student interns. Hear them discuss their internship experience and why you should consider doing an internship!

### Guest Speakers

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- Nick Costa '05, WATD 94.9 Radio, *Summer 2003*
  - Oben Johnson '06, SunLife Financial, *Summer 2004*
  - Maki Yamamoto '06, US Chamber of Commerce, *Fall 2003*
  - Michael DeGagne '06, Enterprise Rent-A-Car, *Summer 2004*
  - Kim Bloomer '05, New England Aquarium, *Fall 2004*
- 

Get the *scoop* on the importance of securing and completing an internship. It's time to start **NETWORKING!**



## Tips for a Successful *INTERNSHIP FAIR*

- Introduce yourself with a firm handshake & smile
- Ask good questions about their opportunities
- Ask about follow-up procedures
- Bring plenty of resumes
- Look presentable, first impressions count

***Business Casual Dress Suggested***



**Internship Fair**  
**Wednesday, November 3, 2004**  
**Campus Center Ballroom**

### SPECIAL THANKS

Thanks to Oben Johnson '06, Neil Grant '06 and Tadashi Wakazono '06 for contributing their stories to this newsletter.

A special thank you to the Fuller Art Museum, SunLife Financial, The Washington Center, World Sindhi Institute and Private Bank at Bank of America.

### INTERNSHIP DATABASE

The internship database maintained by the Career Services Office has over 500+ opportunities for students considering internships. Search internships by career field, geographic location as well as paid and non-paid opportunities.

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

### NACE UPDATE

Internship Recruiting Methods:

Career Fair.....	4.0
Faculty Contact.....	4.0
Information Sessions.....	3.8
CSO InternshipDatabase.....	3.8
Outreach to Clubs.....	3.6

(5-point scale, 5= extremely important; 1= not important) Experiential Education Survey 2004

National Association of Colleges & Employers