



**BRIDGEWATER**

**STATE UNIVERSITY**

Expect More. Achieve More.



# INTERNSHIPS



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

## BRIDGEWATER STATE UNIVERSITY INTERNSHIP PROGRAM

**PLEASE NOTE:** Additional information and on-line resources are available at [www.bridgew.edu/CareerServices/internsh.cfm](http://www.bridgew.edu/CareerServices/internsh.cfm). It is strongly recommended that you review the more detailed website information prior to beginning your internship search.

An internship is a temporary work experience that complements your academic coursework. It provides an opportunity to expand your skills, explore careers and pursue career goals, while at the same time allows you to begin building a professional network of contacts. In addition, internships may lead to offers of full-time employment. **Internships must include a professional site to report to as well as an assigned professional site supervisor.**

### TYPES OF INTERNSHIPS

**Credited academic internships** - Complete BSU's Application for Internship in consultation with your department's faculty internship supervisor.

- Junior or senior standing, minimum GPA of 2.5\*, paid or unpaid.
- They typically last one semester or summer.\*\*. The deadline for application is the last day of drop/add.
- Academic credit is awarded by the department (45 clocked hours per academic credit). You are supervised by a faculty internship coordinator/supervisor from your major department.
- Learning objectives are the basis of your internship and require that the internship possesses an academic framework. The academic component may include a paper and/or keeping of a journal or portfolio.
- May include a site visit(s) by your faculty supervisor and a meeting between the internship site supervisor, faculty member, and intern.

*\*Some departments may have a higher GPA standard and/or specific criteria for internships within their majors. Be sure to check with your major department's faculty internships supervisor.*

*\*\* Academic credit earned for summer internships falls outside the normal academic year tuition and fees and must be paid for separately as a summer course.*

**Non-credit internships** - Complete BSU's Non-Credit Internship Form and submit it to the Career Services Internship Adviser

- Sophomore, junior or senior standing, paid or non-paid.
- There is no restriction in regard to GPA or hours; no academic approval is required.
- The student works directly with the employer on matters pertaining to training, wages, hours, responsibilities, and supervision of the internship.
- There is no requirement for an academic component, however, the experience should contribute to your personal and professional development and provide opportunities for learning through challenging work assignments.
- The experience does not go on your transcript but may be included on your resume.

*Note: some organizations only offer credited internship opportunities. The Career Services Office can provide a "letter of good standing" for you and document the university's support of non-credit internships.*

## THE SEARCH PROCESS

### Here are 5 options for finding a good internship:

- ✓ **Review the Career Services Internship Database** located on the web at:  
<http://www.bridgew.edu/careerservices/careerlink.cfm>.
- ✓ **Check out other internship listings at the following website:**  
<http://www.bridgew.edu/careerservices/internsh.cfm>.
- ✓ **Contact your academic department** about internship opportunities. Some departments have a file system of past interns and their placements while others may have binders of internship leads.
- ✓ **Create your own internship!** The Internship Adviser will be happy to sit down with you to explore your options. Some of the best internships are developed through direct contact with local employers who may have never listed a position with the college. If your internship is successful, the employer may want to be listed in our database to recruit future students just like you!
- ✓ Have you considered **The Washington Center Program**? This internship program is designed for all majors and provides professional experience in our nation's capital. Credit, housing, and financial assistance are available to qualified applicants. Contact Career Services for further details.

**Be certain to follow the checklist on page 4 of this handout to make sure you don't miss a step!**

## THE INTERVIEW

- You may be asked to interview with the employer by phone, in person, or both. Prior to the interview, refer to the Career Services ***Effective Interviewing*** guide and/or schedule an appointment with a Career Services counselor for a mock interview.
- Remember that an internship is a professional work experience. Attend your interview wearing appropriate attire. A suit may not be necessary, but minimally a shirt, tie, slacks and shoes for men with similar attire for women (dress slacks or skirt). No jeans, t-shirts or athletic shoes.
- Bring copies of your resume with you and a list of three references.
- After interviewing, follow up with a thank you note to the recruiter within 24 hours.

*Upon accepting an internship offer, inform all other employers you may have been considering that you have accepted another offer so they can remove your application from consideration.*

## THE INTERNSHIP EXPERIENCE

### Before you begin

- Obtain a written summary from the site placement, on letterhead, that details the expected duties and/or special projects assigned, and lists the wage if applicable.
- Complete the college's **Application for Internship or Practicum**, or
- For non-credit internships, complete BSU's Non-Credit Internship Form and return it to Career Services, Room 008, Rondileau Campus Center.
- Meet with your site supervisor to determine your schedule, expectations for the internship, appropriate dress, parking arrangements and finalize start and end dates.

**Note:** *Any change in the terms or conditions of your internship should be immediately discussed with your faculty internship supervisor.*

### **Once you start**

Congratulations! Your hard work has paid off and you are about to start your internship. Here are some tips to help you turn a great opportunity into a successful learning experience.

1. Define the scope of the experience at the onset. Think about what you and your employer hope to get out of it. Try to get a broad generalists perspective but also have some clearly defined projects for completion.
2. Plan and set regular staff meetings with your site supervisor to review your progress and discuss additional support if needed.
3. Report concerns or problems immediately.
4. Be on time and be willing to go the extra mile. Show your enthusiasm, professionalism and ability to work well with others.
5. 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 and help you when adding this experience to your resume.
6. Dress professionally. Observe the dress code of the organization.
7. Learn about the organizational culture, norms and expectations.
8. Seek out mentors and support people in the organization.
9. Attend professional association meetings, conferences and staff meetings when appropriate.
10. Avoid office politics, gossip and romantic relationships.
11. Treat everyone with respect and kindness including clients, secretaries and constituents.
12. Be polite and assertive. Have a positive attitude even if some tasks are not what you hope to do in the future.
13. Be a good listener and establish yourself; maintain open communication with your supervisor and colleagues.
14. 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.
15. Ask for support in your job search efforts or indicate an interest in the organization if it appears to be a place you would consider for employment in the future.



## INTERNSHIP SEARCH CHECKLIST

The internship search process can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on your resume before you identify what you want to do. Just start checking off as many of these activities as you can and you'll find yourself on the way to a great internship opportunity.

You can receive assistance for every one of these steps through Career Services, and you don't have to do it all during business hours – start by checking our website at [www.bridgew.edu/CareerServices](http://www.bridgew.edu/CareerServices) for lots of links and helpful information.

### Step 1: Know yourself.

- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to further investigate.

### Step 2: Know where you want to intern.

- I have spoken with a staff member in Career Services to discuss my interests in interning.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the geographic areas where I'd like to be located during my internship and given consideration to means of transportation (accessibility or limitations).
- I have identified 3 potential internship sites/opportunities that offer the type of experience I am seeking.

### Step 3: Get ready for the search.

- I have spoken with my faculty adviser and department faculty internship supervisor about my internship interests and the possibilities of earning academic credit.
- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member in Career Services.
- I have developed my "30-second speech" for short encounters with internship sites.
- I have identified three individuals who will serve as references.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview outfit that is appropriate for the field in which I plan to intern.
- I have a professional-sounding answering machine/voice mail message in case an internship site calls.
- I have a neutral/professional e-mail address to give to internship sites.
- I have a system for keeping track of my applications, contacts, interviews, and other internship search activities.

### Step 4: Start searching.

- I have registered in CareerLink ([www.bridgew.edu/careerservices/careerlink.cfm](http://www.bridgew.edu/careerservices/careerlink.cfm)) and regularly check for internship opportunities in my field.
- I have researched and reviewed the various internship listings available at [www.bridgew.edu/careerservices/internsh.cfm](http://www.bridgew.edu/careerservices/internsh.cfm).
- I have inquired about possible internship leads through my academic department.
- I have investigated area career fairs I may attend where I can meet employers and distribute my resume.
- I have considered creating my own internship by researching employers in my field of interest and contacting their HR department to inquire about internship opportunities and/or have mailed a "letter of inquiry."
- I have considered an internship with The Washington Center and have reviewed their web site at [www.twc.edu](http://www.twc.edu).
- I will follow-up on every interesting internship lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I will follow-up each internship application with a phone call or e-mail to the employer requesting an interview.
- I will send thank you letters or e-mails to every person who interviews me.

***Adapted with permission from the Career Center at Luther College.***

## APPLICATION FOR INTERNSHIP OR PRACTICUM

Note: Students who wish to apply for a student teaching practicum or a practicum for MA educational licensure should not use this form. Instead, contact the College of Education and Allied Studies at (508) 531-1347, Hart Hall, Room 124.

### INSTRUCTIONS / TO BE COMPLETED BY THE STUDENT

1. Complete **A** and **B** on this application.
2. Obtain all of the appropriate signatures as indicated on the back of this form.
3. Make one copy and forward to Career Services/ Internship Office.
4. File the **completed original form** with the Registrar's Office by the last day of add/drop.

### Requirements:

#### Internship/Practica

Applicants for internships must be a junior or senior and have a minimum cumulative GPA of a **2.5**. (GPA requirements may be higher in some academic departments) Applicants for practica must consult with their department for practica requirements.

Three to fifteen credits, unless otherwise noted in the university catalog, may be earned and applied towards graduation requirements. The number of credits applied towards the major is determined by each department.

A minimum of 45 clock hours in the field is required for each credit hour granted in an internship or practicum.

Internships and practica are open to degree-seeking students **ONLY**.

### Part A

Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

Banner ID:         Minor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Class: \_\_\_\_\_ Email: \_\_\_\_\_

Semester (Check one): Year \_\_\_\_\_

Fall     Spring     Summer I     Summer II     Summer 10 Week

Full Year (Sept-May)     Odd Date (specify start and end dates) \_\_\_\_\_

*Please note that for full-year or odd-date courses, the semester in which you register will directly affect your enrollment status and tuition charges for that one semester ONLY. Financial aid may not apply to summer internships/practica.*

Application for (Check one):     Undergraduate     Graduate

Internship/Practicum in (specify department) \_\_\_\_\_ Course No. \_\_\_\_\_

Total Credit Hours \_\_\_\_\_ Full Course Title: \_\_\_\_\_

\*\*See current catalogue section "Academic Programs" for guidelines on Internships and Practica

\*\*Registration Deadline: last day of drop/add period (semester courses).

OVER

**PART B:  
DESCRIPTION OF PROJECT PROPOSAL:**

**Description of responsibilities/project(s) onsite:**

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**Site Placement Contact Information:**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Hours per week \_\_\_\_\_ No. of weeks \_\_\_\_\_ Total hours \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Academic Goals:**

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**Evaluation Method:**

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**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**PART C – To be completed by the Supervising Department**

Approval has been granted for the student to register for the course and credit described above.

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Student has met the GPA requirement for this course

Faculty Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
(Print Full Name)

Faculty Supervisor \_\_\_\_\_  
(Signature)

Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

Regular Load \_\_\_\_\_ Overload \_\_\_\_\_

