

## INTERNSHIPS 101

### What is an internship?

An internship is a period of work experience offered by an employer to give you as a student exposure to the working environment in the occupation or industry that you are considering for a career. Internships can be as short as a week or as long as 12 months.

The biggest difference between a job and an internship is that ideally interns are led and mentored by an expert. It's typically expected that an intern may require up to 20% of the employer's time, but what the intern brings to the employer makes that investment worthwhile – and may lead to a permanent job offer.

### How do I find an internship?

Note: you need to be clear about what type of work you want to be/prefer doing and in what field, and be willing to do a little legwork in order to get an internship.

You find internships the same way you find jobs: by **researching** and **networking**.

- **PEOPLE:** Your professors may send out emails or post opportunities on Canvas pages, or you may know alumni who work in certain industries.
- **POSTINGS:** Career Services posts internship opportunities:
  - on the internships page on the Career Services website ([collegeofsanmateo.edu/career](http://collegeofsanmateo.edu/career))
  - online job board, Jobspeaker ([csm.jobspeaker.com](http://csm.jobspeaker.com))
- **PROFESSIONAL EVENTS:** Career, internship and volunteer fairs held throughout the year, both on-campus and off-campus, and online/virtually.
  - **Check CSM Career Services' Facebook, LinkedIn, and Instagram pages as well as CSM's event calendar for announcements about internships and career/internship fairs.**
- **PROSPECTING:** Research and contact companies or organizations in which you are interested directly (website, email, LinkedIn)

You usually apply and interview for internships the same way you apply and interview for jobs. Remember that the employer will be investing a fair amount of time in training you during this learning experience, so you need to make a good impression on them and prove what you can bring to their company/ organization if they accept you as an intern (and possible future employee).

### Why should I try to get an internship?

Internships allow you to:

- Test career choices early and confirm (or disaffirm) career interests and professional goals
- Gain professional confidence by learning about personal strengths and weaknesses
- Apply your classroom knowledge and skills in a work setting
- Establish and maintain a network of professional contacts
- Gain a competitive edge in the job-market and possibly gain a full-time job

### **What kind of internship should I apply for?**

Both you and the employer will be putting substantial time into the internship, so be thoughtful and intentional when trying to find the right one. Focus your search. Ask yourself:

- What type of employer interests you? (large corporation, non-profit, start-up, etc.)
- What industry(ies) are you interested in?
- What career do you want to pursue, longer-term?
- What are the skills and interests you would like to develop/incorporate?
- How far are you willing to commute?
- Are you willing to explore both paid and unpaid internship opportunities?

### **Will I be paid as an intern?**

Some internships are paid and some are unpaid. Generally, non-profit and educational organizations will offer unpaid internships while for-profit businesses tend to offer paid internships. It's important to remember that an internship is a learning experience, not only a means of making money, so judge each opportunity by how much you can learn as opposed to how much you can earn.

### **Can I get school credit for my internships?**

- Unless you are in a major/program that **requires** an internship, or need the units in your schedule for other reasons (e.g., you must be a full-time student), you are not required to enroll in a Cooperative Education course, or COOP, but you may.
- You do need to pay for the COOP credit(s) in which you enroll.
- Some departments, like DGME, have their own internship class (DGME 250). Otherwise, you will need to enroll in either COOP 670 (Work Experience) or COOP 620 (Volunteer Experience). The number of credits for which you enroll will depend upon the number of hours you will be working/volunteering. There is a substantial amount of paperwork and perhaps an assignment or two you will need to complete as part of the COOP.

### **What do I need to know if I am offered an internship?**

- Start and end dates; location of internship (esp. if company has multiple locations)
- Dress code/etiquette expectations
- If you are enrolled in COOP (or a related class), know what assignments are due when.
- Let CSM Career Services know if you have received an internship offer and are accepting it! We love to hear about your successes and hope you can share your experience with others.

If you would like Career Services to let you know when we have internship workshops or visits by employers or organizations that offer internships, please scan the QR code to the right:

