



## Internship FAQs

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### *What is an internship?*

An internship is an opportunity to integrate career related experience into an undergraduate education by participating in planned, supervised work.

#### Characteristics of Internships:

- Contributes to the student's personal and professional development through challenging work assignments
- Is completed before the student graduates from the university although in some cases internships can be completed the summer between the student completing the undergraduate degree and before beginning a graduate degree program
- Is planned and scheduled through consultation with the advisor so as to fit into the undergraduate experience
- Involves a supervision component that is mentoring and educational
- Includes career related experiences that complement what is learned in the classroom
- Will have a reflection and evaluation process at the conclusion of the internship
- Builds upon the relationship the university has with employers
- Is most successful when the student, the department, and the employer all share responsibility in making it a valuable experience
- May be paid or unpaid
- Earns academic credit
- Can take place during the fall or spring semester or during the summer

### *Why Should I Do an Internship?*

The experience that you gain through an internship will make you more appealing to potential employers after graduation for numerous reasons:

- Employers look favorable upon relevant work experience in job candidates and many organizations are willing to reward candidates who have internship

experience with a higher starting salary – on average 6.8 percent more than the position’s entry-level salary according to a study by the National Association of Colleges and Employers.

- Employers say that internship programs are among the most effective method for helping them hire new college graduates. A study by the National Association of Colleges and Employers found that employers extended job offers to more than 70 percent of their interns.
- Internship experience makes graduates more attractive to most employers because of the value employers place on work-related experience along with formal education.
- Internships expand a student’s exposure to different job functions and departments. Also, giving both the student and the employer the opportunity to see if the relationship is a good fit.
- Students are able to network with professionals which can assist them with future job searches. In the job market, who you know can be just as crucial as what you know.
- Internship experience allows students to document work in a portfolio to use as a job search tool to be shown to potential employers.

Internships offer you many opportunities for personal growth:

- Allows you to explore your interest in various career fields
- Reduces your learning curve as a result of being mentored by professionals
- Introduces you to different job possibilities that you might not know exist
- Helps you determine which type of work environment best fits you
- Clarifies your interests, strengths, and areas that need improvement
- Enhances your professional maturity and confidence
- Develops your problem solving, communication, and leadership skills
- Aids you in making the adjustment from college to full-time employment

### ***How Do I Find an Internship?***

#### Research Internship Opportunities

- Internships will not come to you; it is up to you to find them
- Refer to the resources listed under the internship icon on the BBA homepage
- Research the industry
- Narrow your search down to companies that represent a good fit for you
- Explore the company through its website and recent news articles

#### Plan Ahead

- Finding an internship is not a last minute project
- Allow ample time to secure an internship before the deadline for registration in BBA 408
- Update your resume
- Request letters of recommendation from professors
- Prepare a portfolio of your work

- Practice your interviewing skills

### ***What Internship Resources are There?***

#### Websites (General)

- [www.internshipprograms.com](http://www.internshipprograms.com)
- [www.College.Monster.com](http://www.College.Monster.com)
- <http://internshipfinder.jobamatic.com>
- [www.careerrookie.com](http://www.careerrookie.com)

#### Websites (Companies)

- Apollo Group\* (University of Phoenix)..... [www.apollogrp.edu](http://www.apollogrp.edu)
- Arizona Nutritional Supplements\* ..... [www.aznutritional.com](http://www.aznutritional.com)
- CVS Caremark ..... [www.CVSCaremarkInternship.com](http://www.CVSCaremarkInternship.com)
- Daniel’s Moving and Storage\* ..... <http://danielsmoving.com>
- Disney..... [www.disneycollegeprogram.com](http://www.disneycollegeprogram.com)
- Enterprise-Rent-A-Car\* ..... [www.enterprise.com](http://www.enterprise.com)
- Fastenal\* ..... [www.fastenal.com](http://www.fastenal.com)
- Harkins Theatres ..... [www.harkins.com](http://www.harkins.com)
- Infusion\* ..... [www.infusionsoft.com](http://www.infusionsoft.com)
- U-Haul..... [www.uhaul.com](http://www.uhaul.com)
- Vanguard\* ..... [www.vanguard.com](http://www.vanguard.com)

\* Contact information available from internship coordinator

#### Other Resources

- Career Services Center at Paradise Valley Community College
- Job fairs

### ***How Do I Get the Most Out of an Internship?***

In order to get the most out of your internship, you should:

- Be proactive and seek opportunities rather than waiting to be told what to do; taking the initiative is the best way to stand out from the crowd
- Talk with people in different departments
- Accept the fact that as an intern you will have to do some menial tasks, but learn how those tasks fit into the big picture
- Identify the most respected employees in the organization and use your status as an intern to gain access to them
- Request permission to attend meetings, presentations, and events that are outside your area of responsibility
- Build good working relationships with your co-workers to build a network of people you know and who know you
- Be the best intern you can possible be