Gain Experience Through Internships

Walden Career Services
http://careercenter.waldenu.edu
Why Are You Joining Us Today?

A) I am thinking about an internship and would like to know what resources are available
B) I am in an active internship search and would like tips
Objectives

- Importance of Internships
- Researching Opportunities and Searching for Sites
- Career Services Support
- Internship Course Options
Benefits of doing an Internship

• Test the waters before jumping in
• Learn workplace expectations for that field
• Gain field-related skills
• Add to your resume
• Network with employers
Timing your internship

- Beginning of program - if you are unsure of the field or want to learn more
- End of program - with more advanced opportunities, able to bring more to the site
- Do multiple internships to gain the most varied experience
Where Should I Intern?

Career Goals

What is your future job target?

Inspiration For Search

Let your goals determine your internship targets

Outreach

Prepare to contact organizations that do not have a position posted
Internship Search Resources

---

**Walden University**

Get Started  Resources  Resumes & CVs  Networking & Branding  Interviewing

Career Resources: Optional Internships and Volunteerism

- Volunteer Opportunities
- Internship Resources
- Internship Courses

---

**iGrad**

Job Search for Students and Alumni

---

**GoinGlobal**

Jobs here, there, everywhere.
What Organizations Want From Interns

**Job Specific Skills – Listed in Job Description**
- Research
- Editing
- Computer Skills
- Web Design
- Etc.

**Universal Assets**
- Communication
- Teamwork
- Professionalism
- Prior Experience
- Good Attitude
Preparing to Make Contact and Apply

- Use your network and conduct informational interviews
- Gear resume towards the internship opportunity/industry
- Prepare a cover letter or letter of introduction
- Communicate effectively and professionally with your internship site
The Networking Universe
Prepare Your Resume and Cover Letter

Does your resume
– showcase your professional brand?
– include accomplishments and achievements?
– have a polished format?

Does your cover letter
– highlight your relevant qualifications?

Would a portfolio support your search?
Communicating Your Value

• Study the employer’s mission, website, materials.
• Google the interviewer(s) – are they on LinkedIn?
• Be prepared to discuss the skills and experience you offer, what you will contribute, and what you would like to learn.
• Review your resume and past accomplishments.
• Plan logistics and attire ahead of time.
A Successful Interview

- Review common interview questions and come prepared with questions to ask of your interviewer.
- Dress professionally and get there early. Bring extra copies of your resume. Turn off your cell phone.
- Smile, firm handshake, eye contact.
- Take note of who’s who and get the contact information of those you meet for writing your thank-you letter afterwards.
Optional Internship Courses

• IDST 4003
  – Undergraduate variable (3-6) credit course

• CAEX 3500
  – Undergraduate zero credit course

• CAEX 6500/6501
  – Graduate zero credit course
IDST 4003 – Seminar with Internship

• Variable credit:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Hours of Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>4</td>
<td>45</td>
</tr>
<tr>
<td>5</td>
<td>60</td>
</tr>
<tr>
<td>6</td>
<td>75</td>
</tr>
</tbody>
</table>

• Students reach out to Career Services directly at careerservices@mail.waldenu.edu to receive application information.

• Student must have site information and agreements four weeks in advance of the course term.

• Once a student’s application and agreement are approved, student will be registered for the course.
CAEX 3500: Undergraduate Internship

• Zero credit hours
• Cost: $195
• Students reach out to Career Services directly at careerservices@mail.waldenu.edu to receive application information.
• Student must have site information and agreement four weeks in advance of the course term.
• Once a student’s application and agreement are approved, student will be registered for the course.
CAEX 6500: Graduate Internship (Quarter)
CAEX 6501: Graduate Internship (Semester)

• Zero credit hours
• Cost: $195
• Students reach out to Career Services directly at careerservices@mail.waldenu.edu to receive application information.
• Student must have site information and agreement four weeks in advance of the course term.
• Once a student’s application and agreement are approved, student will be registered for the course.
Internship Process for Students

Contact Walden

Locate Site

Submit Learning Agreement

Review

Start Internship

© 2018 Walden University, LLC
Student Expectations for Internship Courses

Students applying for an internship course:
• Should check with their Academic Advisor
• Obtain an internship relevant to their field of study
• Should pay attention to the deadlines for the application, assignments, and all evaluations
• Should know the number of internship hours needed and when to complete them
Contacts

• Career Services: careerservices@mail.waldenu.edu
  – Career Services can help discuss course options as well as strategies for finding and securing an internship opportunity.

• Academic Advising: academicadvising@mail.waldenu.edu
  – Advisors can assist with determining credit hours needed (undergraduates) and discussing program requirements.

• Military Services: military@mail.waldenu.edu
  – Please note that if you are using VA benefits, please contact the Office of Military Services to determine how enrolling in an internship course impacts your benefits.

• Financial Aid: finaid@mail.waldenu.edu
  – Non-credit courses are not covered by Financial Aid. Please reach out to this team if you have additional questions.
Resources on the Career Services Center website

http://careercenter.WaldenU.edu
Questions?
Career Advisor Appointment

1-on-1 appointment with a Career Advisor

- Watch or attend Discover Career Services
  - Archived Webinars tab
  - Registration link on careercenter.waldenu.edu

- Schedule an appointment
  - myWalden Portal
  - Upload your document
Connect with Career Services

Access Everything from Our Website:
http://careercenter.waldenu.edu

E-mail: careerservices@waldenu.edu