What is meant by the term internship?
“Internship” usually refers to a one-term work assignment, most often in the summer but not always. Internships can be full or part-time, paid or unpaid, for credit or not-for-credit depending on the employer and the career field.

Why should you get career-related experience?
Gaining career-related experience can have a direct impact on your professional development because the majority of employers who recruit college graduates prefer to hire those who have some type of related experience. 90 percent of employers said candidate experience is a factor in hiring decisions, according to an annual survey by the National Association of Colleges and Employers. Nearly half of surveyed employers wanted new graduate’s experience to come from an internship or experiential learning.

How can you get this experience?
- Internships
- Externships
- Volunteering
- Job Shadowing
- Part-time/Seasonal Jobs
- Research Opportunities
- Student Activities/Clubs

What are employers seeking when they hire an internship student?
- Communication: Articulate thoughts and express ideas effectively using oral, written and non-verbal communications skills to instruct,
- Research: Conduct research to contribute to the field of study
- Teamwork: Work effectively with others to achieve a common goal
- Leadership: Take initiative and lead others
- Problem-solving: Identify and solve complex problems
- Adaptability: Adapt to changing circumstances
- Time management: Manage time effectively
- Ethics: Maintain a high ethical standard
- Customer service: Provide excellent customer service
- Critical thinking: Analyze information and make informed decisions
- Creativity: Think creatively and develop new ideas
- Technology: Use technology to enhance work performance
- Professionalism: Maintain a professional demeanor and appearance
- Collaboration: Work collaboratively with others to achieve common goals
- Time management: Manage time effectively
- Interpersonal skills: Communicate effectively with people from diverse backgrounds
- Leadership: Take initiative and lead others
- Teamwork: Work effectively with others to achieve a common goal
- Communication: Articulate thoughts and express ideas effectively using oral, written and non-verbal communications skills to instruct,
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Internship Program continued

- Global Perspective: Respect the viewpoints of those from diverse cultures, races, ages, genders, religions, and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.
- Creativity & Problem Solving: Exercise sound reasoning to analyze issues, synthesize information, make decisions, and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

**How to Get Started?**
**Steps to Participate in the Internship Program**
1. Register in HireABlazer—complete your profile and upload a critiqued resume.
2. Find an internship—meet with an Internship Coordinator or Career Center staff member if you need assistance with a targeted job search.

Turning Your Internship Into a Full-Time Position continued

1. **Exhibit a Can-Do Attitude**
   Pass the attitude test and you will be well on your way to success. Attitude speaks loudly and clear and makes a lasting impression, so make sure that yours is one of your greatest assets. Take on any task assigned—no matter how small—with enthusiasm. Your boss in advance if you will be unable to meet deadlines. This will help you to establish the fact that you mean business. Maintain a pleasant and respectful demeanor with every person, regardless of his or her rank.

2. **Learn the Unwritten Rules**
   Get to know your co-workers early in your internship. They will help you figure out quickly the culture in which you will be working. Being the “new kid” is like being a freshman all over again. You will need to adapt, observe, learn, and process a large volume of information.

3. **Take Your Assignments Seriously**
   Build a reputation for being dependable. Be diligent and accurate in your work. You may encounter a great deal of ambiguity in the workplace, so seek direction when in doubt and do whatever it takes to get the job done. As an intern, you will generally start out by performing small tasks, asking a lot of questions, and learning the systems. Your internship supervisor knows that there will be an initial learning curve and will make allowances for mistakes. Learn from your errors and move on to your next task. From there, your responsibilities and the expectations of others are likely to grow.

4. **Meet Deadlines**
   Always assume the responsibility to ask when an assignment is due. This will help you to understand your supervisor’s priorities and to manage your time accordingly. Alert your mentor or professional guardian if you need assistance with a targeted job search.

5. **Set Realistic Goals and Expectations**
   Invest actively in the most critical element of your internship—that is, the learning agenda which you set up with your supervisor at the beginning of the assignment. Your learning agenda should target specific skills and competencies that you wish to acquire and demonstrate. After all, the learning agenda is what distinguishes a short-term job from a long-term one. Your learning agenda should be realistic and measurable. Make sure, however, that your style does not come across as cocky. Employers value assertiveness in others, including customers. Maintain a pleasant and respectful demeanor with every person, regardless of his or her rank.

7. **Be Flexible**
   Accept a wide variety of tasks, even those that may not relate directly to your assignments or those that may seem like grunt work. Your willingness to go the extra mile, especially during a “crunch time,” will help you carve the way to assuming greater responsibilities.

8. **Be a Team Player**
   Learn how your assignment fits into the grand scheme of things and keep a keen eye on getting the job done. In today’s work environment, success is often defined along the lines of your ability to get along with and interact with others. You’re a winner only if your team wins.

9. **Get a Mentor**
   Identify at least one individual to serve as your mentor or professional guardian. It should be someone who is willing to take a personal interest in your career development and success. Once you know the way around, begin to network wisely and get “plugged in” by associating with seasoned employees who may share their knowledge, perspectives, and insights. Get noticed, because many more people will have a role in determining your future than you might at first realize.

10. **Have Fun!**
    Last but not least, enjoy learning, sharpening your skills, and developing professionally and personally. Participate in work-related social functions and become an active member in your work community. Make your internship work for you. It can be the first link in the chain of your career.

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