



Securing

An

Internship

A complete guide for finding and applying to internship programs

Locations

<p>Administrative Office 56 College Avenue - New Brunswick, NJ 08901 Phone: (732) 932-7287 Fax: (732) 932-1557</p>	<p>Career and Interview Center 604 Bartholomew Road - Busch Campus Center - Piscataway, NJ 08854-8002 Phone: (732) 445-6127 Fax: (732) 445-6150</p>	<p>Career Center 46 College Avenue - College Avenue Campus New Brunswick, NJ 08901 Phone: 732-932-7997 Fax: 732-932-1532</p>
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R What is an Internship?

An Internship is a professional experiential learning opportunity which integrates your academic learning into real world experience. It is generally a low risk way to explore career options that you are considering. Internship employers may not assume that you have all the skills to perform the job, but agree to mentor and train you, and assist with your development.

R Why Get One?

Just a decade ago internships were considered useful but not a necessity. Today you are at a competitive disadvantage in the job market if you do not have one (Oldman & Hamadeh 2004).

Vault reported in 2003 that 87% of US college students have completed at least one internship by graduation; 70% had two or more internships.

Among numerous advantages, internships:

- allow you to test out your skills or develop necessary skills in your area of study.
- give you an opportunity to break into the field.
- are an excellent resume builder.
- allow you gain exposure to an employer and its organizational culture.
- help you to establish a network in your intended profession and may provide a mentor.
- open up the possibility of full-time employment upon graduation (the employer is giving you a “test run” to see how you perform).

R Types of Internships

There are three types of experiential learning:

1. Internships
2. Externships
3. Cooperative Education

1. Internships can be:

- paid or unpaid.
- for college credit (sometimes required).
- open to all majors or restricted to a particular major, GPA, or year in school.
- available for the summer, one semester, or more.
- research oriented (academic) or applied (practical) in nature.
- highly selective or more liberal in the selection process.
- part-time (10 – 20 hours a week) or full-time (35 – 40 hours a week).
- highly structured or very flexible in terms of the program.

2. Externships are short-term non-paid experiences that last for a few days to several weeks. You may shadow a professional or actually be given a mini-project or assignment.

3. Cooperative Education is a formal program in which students are placed in a work setting full time in their area of study. College credit is generally awarded as well as a salary. Cooperative education can sometimes extend your college graduation date. The advantage, however, is experiencing full-time professional work as a member of a team. This may also lead to a full-time offer upon graduation.

R Before You Begin

- Determine the type(s) of internships that are most helpful in making your career decisions. A career counselor can help you with this.
- Consider some of the types of skills you may want to develop.
- Seek opportunities that will assist you with your goals.
- Keep in mind that searching for an internship can be akin to seeking a full-time job.
- Start early, some deadlines are in November and December.

Create a Resume

- For information on constructing or improving your resume, go to <http://careerservices.rutgers.edu/careerservicesguide> or visit Career Services at 46 College Avenue, or the Career and Interview Center (CIC) in the Busch Campus Center.

Cover Letter

You will need a cover letter when you email, mail, or fax your resume to a potential employer. This is a letter that accompanies your resume and provides additional information about yourself that is not included in your resume. Use the cover letter as an opportunity to show what qualities and skills you can bring to the internship. The length of a cover letter should be about three paragraphs long and single spaced.

All cover letters should:

- Address the coordinator or director of the program.
- Explain why you are interested in participating in their internship program and how you learned about their program.
- Convince the hiring manager to look at your resume.
- Demonstrate your positive attitude.
- Call attention to specific qualities about yourself you want highlighted.

Letters of Recommendation

Approach your professor or employer EARLY to allow an ample amount of time to complete a thoughtfully written letter on your behalf. Try doing so before winter break.

- To ensure that the letter reflects you, and it is not just a generic letter, make sure he or she knows who you are. Do so by meeting with your professor with a copy of your resume and a brief description of your career goals.
- Most letters of recommendation are meant to remain confidential, therefore your professor may hold the only copy. If you are applying to several programs and want to avoid constantly troubling your professor to mail a copy to each program, you can have your letters sent to the Health Professions Office (HPO) if your major is health related. The HPO is located on Busch and Douglass Campus. A folder will be opened in your name and a copy of all your letters of recommendation will be held and mailed at your convenience. This will take approximately 3-4 days to have your letters mailed. Career Services endorses Interfolio.com, a service that houses letters of recommendation (there is a nominal fee). If you have additional questions consult with a Career Services staff member.

Transcripts

- Some programs may require an official transcript from every college or university that you have attended. If one is not required, you may consider including one to demonstrate your academic excellence.
- An official transcript can be obtained at transcripts.rutgers.edu. There are two options for handling your transcripts; they can either be mailed directly from administrative services or they can be picked up in person.
- Most organizations and companies prefer an applicant to send all of his or her information together. Request to pick as many copies of your transcript from the administrative building on Busch campus. Transcripts can be picked up or received by mail within 3-4 days of request.

Transcripts: Administrative Building, 65 Davidson Road, Busch Campus
M-F 8:30 a.m. 5:00 p.m. www.transcripts.rutgers.edu

R The Hunt...Where to Look

Resources

- Search for academic year or summer internships at <http://careerservices.rutgers.edu>. Click on internships and search Monstertrak.com among other resources and links.
- Utilize interviewTRAK (On-Campus Interviewing). Campus interview postings are viewable each semester. Over 100 employers interview students with all majors and all years. The best opportunities are available to juniors.
- Attend the Internship Career Day in early February and our nine other events. Check the Career Services website for details.
- Schedule an appointment with a career counselor to discuss your field of interest and develop an individualized internship search plan.
- Check with your major academic department for possible internship opportunities.
- Access the RU Career Library link, which contains hundreds of internship opportunities.
- **Cook College Students:** The office of Cooperative Education located in Martin Hall will help you find a co-op position related to your major and interests. Consult their website at <http://aesop.rutgers.edu/~coop> for more details.
- **Engineering Majors:** Participate in the Rutgers Engineering Co-op Program. The program allows you to work for six months, gain academic credits, and receive a competitive salary. For more information contact your academic department or the Career and Interview Center, Busch Campus Center. All co-op positions are listed on InterviewTRAK.
- **Books Located at Career Services**
 - *The Back Door Guide to Short-term Job Adventures*, by Michael Landes
 - *The Best 109 Internships*, by Mark Oldman and Samer Hamadeh
 - *The Internship Bible*, by Mark Oldman and Samer Hamadeh
 - *Thomas Peterson's Internships 2004*
 - *The Last Guide to Finding a Great Internship You'll Ever Need*
 - *The Internship Series 2006-2007* by Career Education Institutes
 - Volumes 1: Advertising Agencies, Community Service Agencies, Top Companies, Environmental Organizations, Historical Groups, Human Rights Organizations

- Volume 2: International Affairs Organizations, The Media, State Parks, Resorts, Sports Organizations, Women's Rights Organizations
 - The Media Internship Book
 - For the Common Good: Internships With Community and Social Service Agencies
 - Washington Internships in Law and Policy
- *Internships In the Field of Addiction Services*
- *Vault Top Internships 2006*
- *Vault/Inroads Guide to Diversity Internships, Co-op and Entry Level Programs*
- **Websites:**
 - **Biological Sciences/Health Sciences:**
 - www.columbia.edu/cu/biology/ug/intern.html
 - www.rit.edu/~gtfsbi/?syrip/mcoop.htm
 - www.biospace.com/jobs/
 - **Business/Economics**
 - www.rileyguide.com
 - **Communication/Media/Journalism/Arts**
 - www.artsopportunities.org
 - www.entertainmentcareers.net
 - **Engineering**
 - www.tech-interns.com
 - **Environmental**
 - www.sciencecareersweb.net/BioWeb/BioIntern.htm
 - **Minorities**
 - www.doorsofopportunity.org
 - www.chci.org/chciyouth/internship/internships.htm
 - www.inroads.org
 - **All Majors**
 - www.careerbuildercollege.com
 - www.usa-internships.com
 - princetonreview.com/cte/search/careersearch.asp
 - jerseyintern.com
 - collegerecruiter.com
 - monstertrak.com
 - wetfeet.com
 - internabroad.com
 - www.jobster.com
 - craigslist.com
 - www.rileyguide.com

R Designing Your Own Internship

You may be interested in gaining experience in a particular setting, but there is no formal “internship program.” It is acceptable to approach the supervisor or manager of a department within an organization to see if they would be willing to have you as an intern. Before you contact the organization, consider the following:

- Does it provide a salary?
- Can you obtain academic credit?
- If it offers a salary, what is the minimum dollar amount you are willing to accept?
- What skills and assets do you bring to the table?
- What types of experiences are you hoping to gain?
- How many hours do you have available and for how long?

R Networking

- This is the number one way to land a job. Eighty percent of jobs go unadvertised, and are filled with people who are known or referred.
- Conduct an informational interview, which is a great way to learn about different jobs and industries and meet people.
- Who do you already know? Think about personal contacts, family members, friends, neighbors, service providers (banker, hair dresser, dry cleaner etc.) These people may know people who are in jobs or careers that interest you or that can lead to potential internship leads.
- Keep good notes and records of strong contacts and your conversations.
- Stay in touch with people. Create an A and B list. Determine who is a possible hire connection versus a strong relationship contact.
- Send thank you notes.

R Preparing for the Interview

If an organization invites you for an interview, do your research carefully. Knowledge of the organization or institution will allow you to stand out among your competition.

- Go to Career Services and ask a career counselor to help you do a “mock interview.” This will prepare you for all types of questions and help you answer them quickly and effectively.
- You can also use InterviewStream, a virtual mock interview service for students. Visit careerservices.rutgers.edu, under Hot Topics, choose InterviewStream. Students can conduct personal mock interviews at the Career & Interview Center, Busch Campus. You will be able to assess your own performance in a totally supportive environment.
- When asked about skills, traits, and experiences, use specific examples to help prove these qualities.
- Make sure you are dressed appropriately.
- Always send a thank you note or email message within 24 – 48 hours of the interview.

R Accepting an Offer & Preparing for the Internship

- Once you have been accepted for an internship, contact the employer immediately by phone and in writing. Clarify the salary, duration of the assignment, location and hours. Do not be afraid to ask questions.
- Make sure the living and transportation arrangements have been finalized. Depending on the location of the assignment, some employers will assist you with travel and housing.
- Invest in appropriate clothing for the internship. Clarify the dress code. Is it professional or business casual?
- Arrive a few minutes early and make a good impression by being well-dressed, well-groomed, and well-rested.

R Making the Most of Your Internship

- List the skills you hope to gain and people you want to meet, and review the list periodically to ensure you are meeting your goals.
- Expect to do some busy work. A good internship should be about 80% project oriented and 20% administrative.
- Bond with your fellow interns and co-workers.
- Establish a cordial relationship with superiors.
- Conduct information interviews and network.
- Volunteer for extra assignments.
- Participate in extracurricular activities.
- Be friendly and courteous to everyone.
- Secure a recommendation if possible.
- Stay in touch with your former colleagues.

R Final Words

- Discuss with your employer what you expect to gain from your internship.
- Have a great attitude and willingness to pitch in, even if it is not exactly what you expected. You may be given greater responsibility and more challenging assignments once you have proven your value.
- Network with others to learn about career paths in your field.
- Stay in touch afterward, and keep your supervisor or manager posted on your educational and career progress.

R Resources @ Rutgers

Career Services

College Avenue Campus - 46 College Ave

732-932-7997

T & W 8:30 a.m. to 8:00 p.m.

M, TH, F 8:30 a.m. to 5:00 p.m.

Drop- In Hours: M-T 1:00 to 3:30 p.m.

Career & Interview Center:

Busch Campus Center

Busch Campus – 604 Bartholomew Rd

732-445-6127

M-Th 8:30 a.m. to 8:00 p.m. ; F 8:30 to 5:00 p.m.

Drop- In Hours: T-TH 1:00 to 3:30

Transcripts:

Administrative Building

65 Davidson Road

Busch Campus

M-F 8:30 a.m.- 5:00 p.m.

www.transcripts.rutgers.edu

Letters of Recommendation:

Health Professions Office (HPO)

Rm A- 207 in Nelson Laborites, Busch Campus

732-445-5667

<http://lifesci.rutgers.edu/~hpo>

Health Professions Office (HPO)

Rm 219 Douglass Project (Chemistry Annex), Douglass Campus

732-932-9797

<http://www.rci.rutgers.edu/~dougproj/HPO.html>

References

Hamadeh S., Lerner, M., Newman, N., & Oldman, M. (2005). *The Vault Guide to Top Internship* (Updated 2006 ed.). New York: Vault, Inc.

Hamadeh, S. & Oldman, M. (2005). *The Internship Bible* (10th ed.). New York: Princeton Review Publishing.
CollegeRecruiter.com

Academic Department Internship Contacts - New Brunswick

Department	Internship Contact	Email Address	Phone	Credit Research	Credit Position
Agricultural, Food, and Resource Economics	Dr. Maurice Hartley	Hartley@aesop.rutgers.edu	932-9155 x 216	X	
American Studies	Ann Fabian	afabian@rci.rutgers.edu	932-9174		X
Animal Sciences	James Wohlt	wohlt@aesop.rutgers.edu	932-9100	X	
Anthropology	Craig Fiebel	fiebel@rci.rutgers.edu	932-6760	X	
Art History	Jane Sharp	jasharp@rci.rutgers.edu	932-7041	X	X
Astronomy	Mohan Kalelkar	kalelkar@physics.rutgers.edu	445-3878	X	
Biochemistry	Prof. Theodore Chase	chase_c@aesop.rutgers.edu	932-9763	X	
Biological Sciences	Martha Haviland	haviland@biology.rutgers.edu	445-2075	X	
Biomedical Engineering	Evangelia Tzanakou	etzanako@rci.rutgers.edu	445-2037	X	
Bioresource Engineering	Dr. Uchrin	cuchrin@rci.rutgers.edu	932-9444	X	
Cook Co-op	Carol Martin Rutgers	rutgers@cook.rutgers.edu	932-3000 x.523		X
Civil and Environmental Engineering	Professor Balaguru	balaguru@rci.rutgers.edu	445-3537	X	
Chemistry	John Krenos	krenos@rutchem.rutgers.edu	445-3048		
Classics	Sarolta Takacs	stakacs@rci.rutgers.edu	932-9784	X	
Cognitive Sciences	Professor Karin Stromswold	karin@rucss.rutgers.edu	445-2448	X	
Communication	Dr. Mark Aakhus/Mary Beth Hager	aakhus@scils.rutgers.edu / mbhager@scils.rutgers.edu	932-7500 x 8110		X
Computer Science	Hyam Hirsch	hirsch@cs.rutgers.edu	445-3546	X	
Criminal Justice	Gerard LaSalle	glasalle@rci.rutgers.edu	445-8744		X
Douglass Project	Jackie Heads	jaden@rci.rutgers.edu	932-9197 x. 19		
Economics	Jeffrey Rubin	rubin@economics.rutgers.edu	932-7452		X
Education	Lisa Kruger	kruger@rci.rutgers.edu	932-7496 x.8130		X
Electrical Engineering	Professor Sannuti	sannuti@ece.rutgers.edu	445-3127	X	
English	Emily Bartels Michael Goeller	ebartels@rci.rutgers.edu goeller@rci.rutgers.edu	932-5787	X	X
Exercise Science and Sport Studies	David Feigley Joanne Hunt	feigley@rci.rutgers.edu jghunt@rci.rutgers.edu	932-8669	X	
Food Science	Mukund Karwe	karwe@aesop.rutgers.edu	932-9611 x224	X	
Gender Studies	Barbara Balliet	Bballiet@rci.rutgers.edu	932-9331		X

Academic Department Internship Contacts - New Brunswick

Genetics	Howard Passmore	passmore@biology.rutgers.edu	445-2812	X	
Geography	Professor Hordon	Hordon@rci.rutgers.edu	445-4741		X
Geology	Kenneth Miller	kqm@rci.rutgers.edu	445-3622	X	
German	Marlene Ciklamini	ciklamin@rci.rutgers.edu	932-4255	X	
History	Gary Saretzky	saretzky@rci.rutgers.edu	732-308-3772	X	X
Human Ecology	George Morren	morren@crssa.rutgers.edu	932-9153 x315	X	
Industrial Engineering	Tayfur Altioek	altioek@rci.rutgers.edu	445-2829	X	
Journalism	Steven Miller	stmiller@scils.rutgers.edu	932-7500 x8165		X
Labor and Industrial Relations	Amy Marchitto	marchitto@smlr.rutgers.edu	932-1745		X
Mason Gross School of the Arts	Scott Cagenello	scagenel@rci.rutgers.edu	932-9360 x508	X	
Mathematics	Joel Lebowitz	lebowitz@math.rutgers.edu	445-2390	X	
Mechanical and Aerospace Engineering	Andrew Norris	norris@rutgers.edu	445-3818	X	
Molecular Biology	Shalene Montgomery	Montgomery@biology.rutgers.edu	445-2905		
Political Science	Richard Pilch	rpilch@rci.rutgers.edu	932-9283		X
Psychology	Bonita Griffith	bonita@psych-b.rutgers.edu	445-2576	X	
Public Health	Dr. Lauren Arnold	ldarnold@rci.rutgers.edu	932-4101 x678		X
Religion	James Johnson	JTJ@rci.rutgers.edu	932-9637	X	
Social Work	Duwayne Battle	dbattle@rci.rutgers.edu	932-2621/7024	X	
Sociology	Marge Talbot	mtalbot@rci.rutgers.edu	445-4740	X	
Spanish and Portuguese	Stephen Hansell	shansell@rci.rutgers.edu	445-4740	X	
Urban Planning	Al Snaidas	esnaidas@rci.rutgers.edu	932-9412 x29	X	
WINGS (Mentoring Program)	Dr. Lauren Arnold	ldarnold@rci.rutgers.edu	932-4101 x678		X
	Kristen Pipes	kpipes@rci.rutgers.edu	932-1463 x.691		

Rutgers Undergraduate Research Opportunity Directory: <http://www-rci.rutgers.edu/~urru/nb/>

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