

FINDING GREAT INTERNSHIPS

The National Association of Colleges & Employers (NACE) defines an internship as, “...a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting...”. A good internship allows you to gain valuable experience while also growing your professional network. Finding great internships can be challenging, as many companies and organizations offer internship programs, but not all are equal.

How do you decide what will be a good experience? Where do you search for internship opportunities? In this handout, we'll explain the components that make for a great internship experience, how to begin the search process for locating opportunities, common places you can search for internship postings, as well as some resources and tools to help you throughout the entire process.

Strong Internship Components

Each internship is different, but ultimately you should be able to take advantage of your time to learn as much as possible from your experience. Be willing to step out of your comfort zone, ask for projects, show your enthusiasm, and ask questions and receive feedback. Some strong internship components typically include the following:

ASK CLARIFYING QUESTIONS

Aside from reading through the job description and list of responsibilities, try finding the answers to questions like:

- ▶ *How do interns receive feedback? If there are concerns with an intern's performance, how are they supported in improving?*
- ▶ *Does the company often hire previous interns? What are the pathways from intern to full-time hire?*

ORIENTATIONS & HANDBOOKS

Orientations provide an opportunity to make sure that the team and interns are all on the same page. A handbook can help provide extra support and answer commonly asked questions. You will want to know what type of training and orientation to expect.

AUTHENTIC ASSIGNMENTS & PROJECTS

Interns should be doing work related to their area of interest that is challenging and is seen as valuable. Make sure that there is a plan to utilize your skills and there is ample opportunity for you to learn new skills. In some industries you may be restricted on the type of responsibilities you'll have due lack of necessary training or licensing. In those cases, you should make sure you have the opportunity to observe those responsibilities.

TEAM COLLABORATION

An important piece of a successful internship is feeling that you are a valued part of a team. Try to get an understanding of events in which you will be able to participate. Attending important meetings, agency events and other programs will give you a better perspective of the company culture and help you feel included.

MENTORING & NETWORKING OPPORTUNITIES

Good mentors help you acclimate to the culture of the company and are trusted sources of information. If there is no specific mentore program, try to learn how you will be supervised and who will be your “go to” person; *How will you acquire certain professional development skills? What opportunities are there for networking and building professional connections?* Be sure to seek out other Denisonians at the company and in the city in which you'll be interning (use [Wisr](#) to easily search for Denison Alumni based on location, profession, industry, etc.).

**start early.
start now.**

Austin E.
Knowlton Center
for **career exploration**

Beginning Your Search

When it comes to searching for an internship, it's important to understand each phase of the search process so you're able to explore, apply, and interview for an incredible opportunity. The Knowlton Center has many resources that will help guide you throughout the entire internship search and application process.

USE MULTIPLE SOURCES

It's important to take a multifaceted approach when searching for internship opportunities. There are many ways in which students can obtain an internship, so be sure to use multiple resources throughout your search process to ensure you find opportunities that will provide the best possible internship experience. Here are some common resources you can use to search for internships.

▶ **Handshake**

A great place to start your search is with Handshake. There are hundreds of internships already posted, with more being added daily. Handshake also allows you to narrow your search results on a number of criteria, including industry, job function, location, connection with Denison, and more. If you select your Career Interests in your profile, Handshake will even make recommendations for opportunities you might like based on your interests. Start searching for internship opportunities in Handshake by clicking [here](#).

▶ **CareerShift**

Through CareerShift, which is an easy-to-use website for conducting and organizing job and internship searches, you can store and record internship listings at all publicly posted websites and newspapers, as well as find inside contact information for millions of companies. To visit CareerShift, click [here](#) and log in with your BigRedID.

▶ **GoinGlobal**

Find career and employment resources that include world-wide job openings, internship listings, industry profiles and country-specific career information through GoinGlobal. You'll also find more than 30,000 pages of regularly updated content on career-related topics pertaining to working internationally, including work permit/visa regulations, salary ranges, cultural/interviewing advice, and more. You can access GoinGlobal through the [Jobs & Internships](#) resource page in Handshake by clicking [here](#).

▶ **Vault**

Another great resource is Vault, which allows you to research hundreds of internships, read thousands of internship reviews, as well as receive advice on interviews, résumés, cover letters and more. You can also access career guides on different industries, companies, and general career topics. Access Vault by clicking [here](#).

Other Internship Websites

In addition to the resources provide through the Knowlton Center, there are many great and reliable websites you can use to expand your search and apply for internship opportunities. Click on any of the resources below to visit their website and begin searching for internships.

POPULAR INTERNSHIP SITES	
LinkedIn <i>Search thousands of internships based on your interests. Set alerts to be notified when new opportunities are posted.</i>	Idealist.org <i>Focused on service and non-profit opportunities across job functions ranging from marketing to web development.</i>
Internships.com <i>The world's largest student-focused internship marketplace, with interactive tools and services to find opportunities.</i>	WayUp.com <i>From startups to Fortune 500s, WayUp offers internships and jobs from over 20,000 employers.</i>

If you're searching for internships in a specific career field of industry (e.g., research, life sciences, energy sustainability, technology, etc.) [schedule a Career Coaching appointment](#) to learn more about industry-specific job boards, and additional resources to help locate opportunities.



Additional Resources & Help

ATTEND WORKSHOPS & EMPLOYER INFORMATION SESSIONS

The Knowlton Center facilitates workshops covering topics like exploring industries and identifying companies of interest, common skills and characteristics employers look for in intern applicants, and how to make your application materials stand out to employers when applying for internships. The Knowlton Center also hosts company information sessions where employers discuss their internship programs and offer tips and suggestions on how to apply. You can find details for all these opportunities in your weekly *Knowlton Note* newsletter and by visiting the [Events](#) section of Handshake.

OTHER OPPORTUNITIES

▶ **Networking Events**

Networking events, both in-person and virtual, can provide great opportunities to make connections with professionals in a desired company or career field, and to learn about potential opportunities. Using [LinkedIn](#) and [Wisr](#), you can seek advice and help from Denison's network of alumni by letting them know you're seeking an internship.

▶ **Family and Friends**

Don't overlook the people you interact with regularly. Let your family members and friends of your family know you're looking for an internship. Send them an email to ask if have any ideas or suggestions on how you can find an internship in your desired career field.

▶ **Company and Organization Websites**

Once you have identified some organizations that interest you, search for internship opportunities on their website. Many companies will post their internships in the careers or employment sections of their website.

▶ **Industry and Trade Associations**

Check out the professional organizations for the industries in which you are interested, as many of them have a career page with internship and job postings.

▶ **Faculty and Academic Department Endorsed Internships**

The Knowlton Center often partners with various academic departments to find and promote internship opportunities; ask your faculty about possible internships opportunities. Speak with your professors and faculty advisors to learn about opportunities.

SCHEDULE AN APPOINTMENT WITH A CAREER COACH

If you need some assistance with your internship search, or if you would like help polishing your application materials, [schedule an appointment with a Career Coach](#) in Handshake for help searching for positions, discussing career interests, and looking for alumni connections.

Connect with the Knowlton Center for Career Exploration

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