

Helping Students Find & Maximize Internships

November 2018

Meet your facilitator

Basics:

Briana Randall
Director – Internship Project
Career & Internship Center



Details:

14 years in center
3 years in this role
Goal – ensuring UW students
have access to high-quality
internships

Factoid:

Did an internship at the
Indiana Women's Prison

Contact:

brianakr@uw.edu
(206) 685-4139

Agenda

- > **Definition & benefits**
- > **Facts & logistics**
- > **Notes for international students**
- > **How to find (or create!) internships**
- > **Resources for maximizing an internship**



Definition & Benefits

What is an internship?

- > A form of experiential learning that allows a student to do one or more of the following:
 - Integrate **academic learning** with “hands-on” experience
 - Develop or refine specific **skills that are transferable to other settings**
 - Explore an **industry, career, company, work environment**



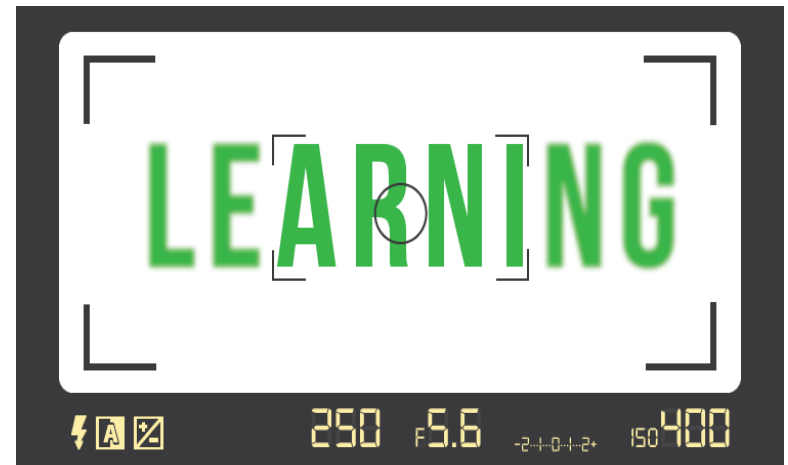
How do internships differ from jobs?

Internships:

Have an intentional **focus on student learning**

Have a **defined beginning and end**

Often center around **defined projects**

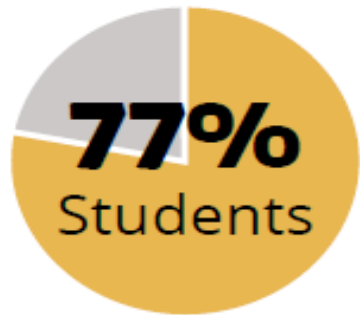


Reasons/benefits

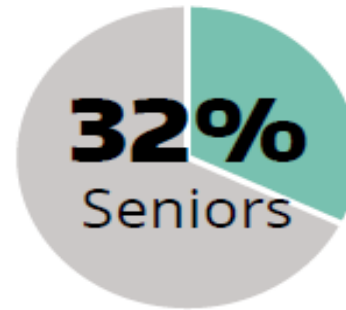
Watch 2 minute video here –
https://youtu.be/Ppzp89uUh_U



Short-term benefits



Said internships helped them *gain better understanding* of future career interests



Said internships *significantly changed* what they wanted to do with their careers

Longer-range benefits

Responses
from 2,071
2016-2017
UW graduates:

Are you still seeking employment 6 months after graduation?

1 internship



61%
more likely to be
employed than



0 internships

2+ internships



74%
more likely to be
employed than



0 internships

Is your current position career-related (part of, or a step towards, a career goal or plan)?

1 internship



65%
more likely to be in
"career-related"
position than



0 internships

2+ internships



79%
more likely to be in
"career-related"
position than



0 internships



Employers really do like internships...

Often, employers will narrow down their hiring decision to two (or more) equally qualified candidates. Knowing what makes them choose one over another is key insight in the job-search process. Internship experience appears to be the answer. (See Figure 41.)

Attribute	2019 Average Influence Rating*
Has completed an internship with your organization	4.6
Has internship experience in your industry	4.5
Major	4.0
Has held leadership position	3.8
Has general work experience	3.7
Has been involved in extracurricular activities (clubs, sports, student government, etc.)	3.5

Facts & Logistics

UW student participation

Approximately what % of UW graduates participate in at least one internship before graduation?

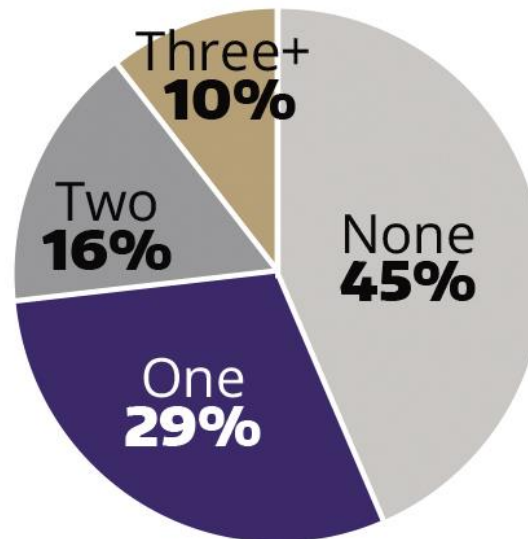
1. 15%

2. 35%

3. 55%

4. 75%

Number of **internships completed**



Are more internships better than 1?

- > **Maybe, maybe not**
 - If each internship helps students develop new, relevant skills or knowledge, yes
- > **But, we encourage students:**
 - Don't do internships just for the sake of it
 - Don't keep doing more internships if they prohibit you from doing other equally beneficial activities

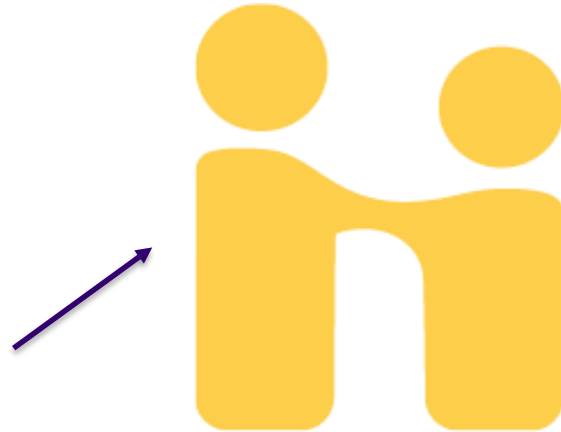


Money & credit

> Pay

- Many internships are paid!
- Varies by industry

**80%
Paid**



> Academic Credit

- Optional, unless an international student
- Granted for extra work to demonstrate learning
- Offered by many departments and through General Studies
- Internship Course Manager Learning Community

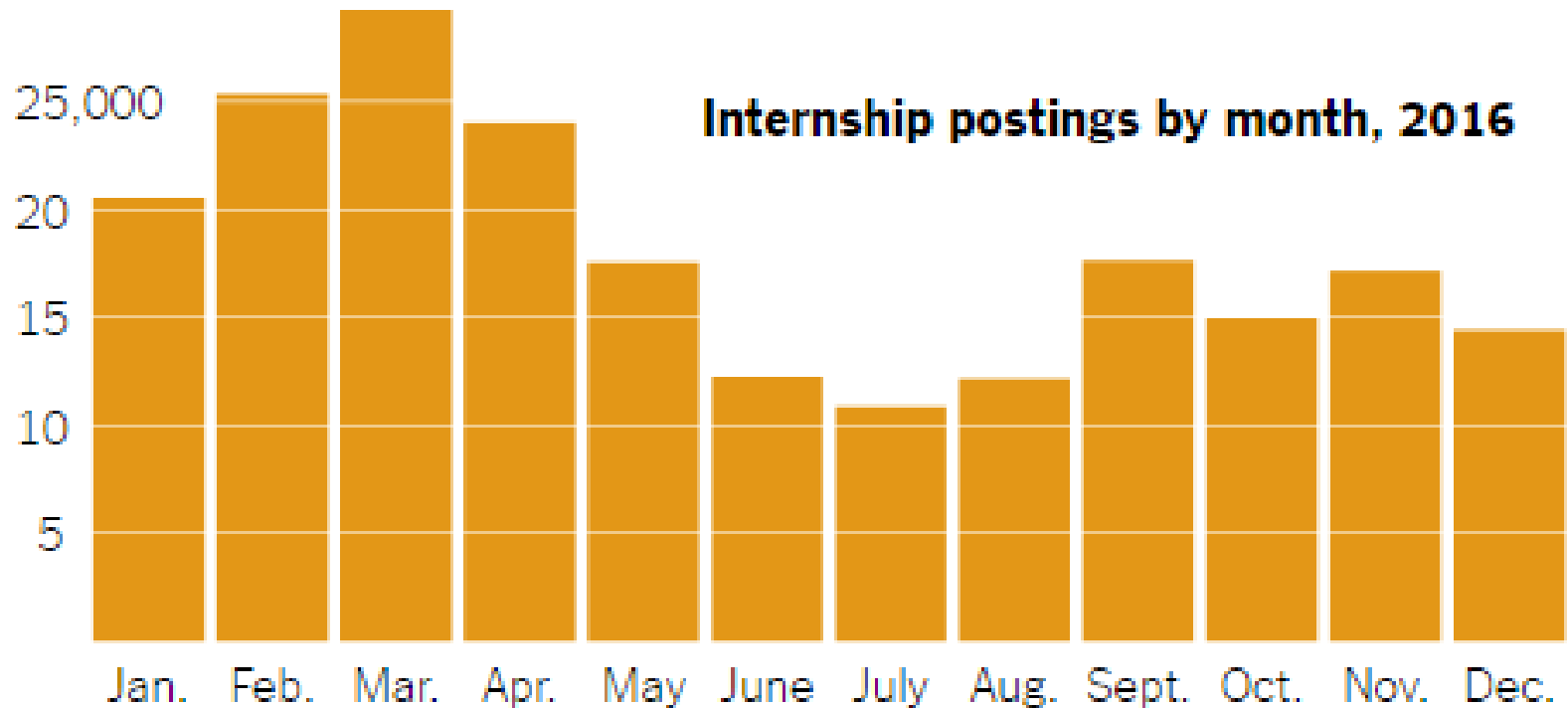


Timing

- > Happen at any time of the year
 - MyUW poll showed summer is the most common time
- > Typically last 1-2 quarters
- > Usually 10-15 hours a week during the year
- > Up to 40 hours a week in summer

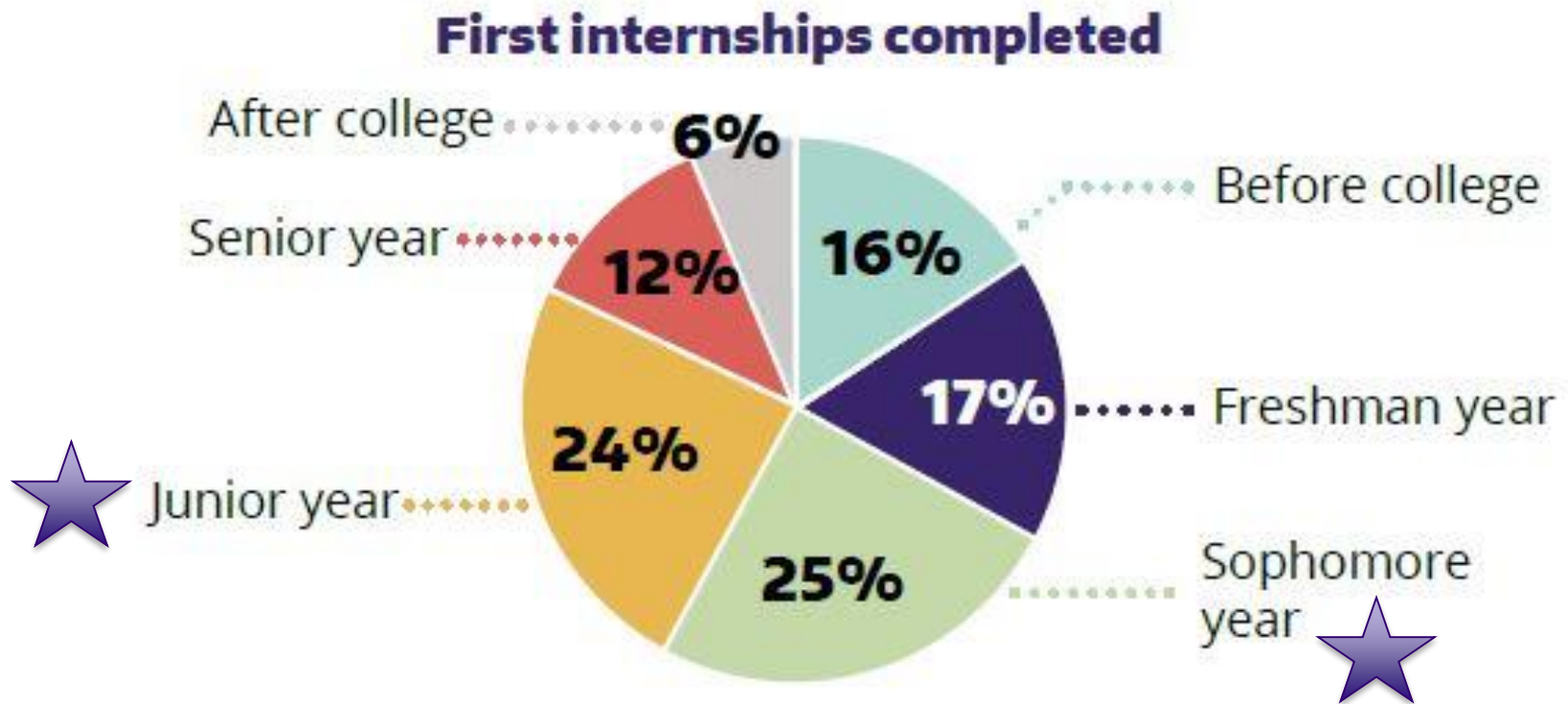


Timing of postings



Note – most summer internship recruiting in accounting, finance, consulting, & some tech/engr happens in fall quarter

When do most students do first one?



Survey facilitated by LookSharp, now WayUp



Increasing interest among freshmen

Attendance at internship
workshop has doubled
since 1st offering in 2016

460!

But...we generally encourage
freshmen to hold off & spend time
building up their marketability for
great internships later on



Preparatory steps



Build Your Brand

- Draft & refine resume
- Create LinkedIn profile



Build Your Network

- Join clubs
- Connect w/ UW community centers
- Go to faculty office hours
- Do informational interviews



Build Your Experience

- Service learning
- Undergrad research
- Pipeline, Jumpstart, Dream Project
- Campus jobs



To find where students have interned...

linked.com/alumni



University of Washington Career Insights

Change university ▾

Graduated ▾

2018

Search alumni by title, keyword or company

◀ Previous Next ▶

283,130 alumni

What they studied

+ Add

13,966 | Business Administration and Managemen...



13,811 | Psychology



12,900 | Computer Science



12,783 | Economics



What they are skilled at

+ Add

74,295 | Microsoft Office



67,408 | Leadership



61,636 | Customer Service



58,453 | Public Speaking



How you are connected

255,052 | 3rd+



31,370 | 2nd



182 | 1st



Notes for International Students

Are there special rules for int'l students?

Yes

Int'l students must get a
**temporary work
authorization**
to do an internship

**Curricular Practical
Training (CPT)**



F-1
CPT

W

Can any int'l student do an internship?

No

Only F1 students who:

Have completed

3 full-time quarters

and

Are declared in a **major**

and

Are enrolled **full-time***



W

Can they do any type of internship?

No

Internship must be **directly related to their major**

They must provide their major adviser with a **description of internship & how it relates to their major**



W

Do they need to earn academic credit?

Usually

They must earn **1 credit**
(through their department)
for each quarter of
internship

unless

An internship is a
graduation requirement in
their department

UNIVERSITY OF WASHINGTON		Page 1 of 1
UNOFFICIAL ACADEMIC TRANSCRIPT		Prepared on 4/28/2015
1422890	07/27/XX	Arts & Sciences INTEG SOC SCI (OL)
JUNIOR	NO LONGER ENROLLED (LAST QTR WINTER 2015)	
<hr/>		
***** * ANY ALTERATION OR MODIFICATION OF THIS RECORD * * OR ANY COPY THEREOF MAY CONSTITUTE A FELAONY * * AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. * *****		
HIGH SCHOOL SUBJECTS:		
SUBJECT YRS COMPLETED/YRS DEFICIENT		
MATHEMATICS 2/5		
FOREIGN LANGUAGE 2/5		
HIGH SCHOOL FOREIGN LANGUAGE (SPANISH LEVEL): 2		
HIGH SCHOOL MATHEMATICS LEVEL: 3		

CUMULATIVE CREDIT SUMMARY:		
UN CREDITS ATTEMPTED 24.0 UN CREDITS EARNED 24.0		
UN GRADED ATTEMPTED 24.0 EXTENSION CREDITS 0.0		
UN GRADED EARNED 24.0 TRANSFER CREDITS 0.0		
UN GRADE POINTS 79.0		
UN GRADE POINT AVG. 3.29 CREDITS EARNED 114.0		

ACADEMIC SATISFACTORY PROGRESS:		
NUMBER OF QUARTERS TRANSFERRED IN: 6		
TOTAL QUARTERS COMPLETED: 8 AS OF 4/28/2015		

END OF RECORD *****		

DETAIL OF TRANSFER CREDIT:		
PIERCE COLLEGE, WA (2 YEAR SCHOOL)		
ATTENDED 2008-2014 DEGREE: AA 8/13		
ARCHV 151 ROMAN PAINT 5.0 3.4		
BIOL 1XX 5.0 2.0		
C LIT 276 FILM: INTRODUCTION 5.0 3.0		
COM 1XX 5.0 3.1		
ECON 103 PRINCIPLES OF ECON 5.0 3.1		
ENGL 111 C-COMPOSITION I: LIT 5.0 2.0		
ENGL 131 C-COMPOSITION: EXPOSITION 5.0 3.5		
ENGL 2XX 5.0 3.2		
ENGL 287 INTRO CULTURE STUDY 5.0 3.5		
ESRN 103 ENVIRONMENTAL SCI 5.0 2.5		
HATR 1XX Q 5.0 2.5		
PSYCH 151 INTRO TO PSYCH 5.0 3.2		
PSYCH 2XX 5.0 2.0		
PSYCH 2XX 5.0 2.0		
PSYCH 218 HUMAN SEXUALITY 5.0 2.0		
SOC 118 SURVEY SOCIOLOGY 5.0 2.0		
SOC 2XX 5.0 2.0		
UN 1XX 5.0 2.0		
TOTAL CREDITS EARNED: 24.0 GRA: 3.29		

SUMMARY OF TRANSFER CREDIT:		
TOTAL CREDITS EARNED: 24.0 GRA: 3.29		
TOTAL TOWARD DEGREE: 90.0 GRA: 3.29		

AUTUMN 2014 ISS O 3		
COM 389 DL-RACE/GENDER/SEXUALITY 5.0 3.5		
ISS 381 DL-RO SCI THEORY CONTEXT 5.0 3.4		
ISS 350 DL-INTRO TO PORTFOLIO 2.0 3.7		
QTR ATTEMPTED: 12.0 EARNED: 12.0 GRA: 3.49		
QTR GRADED AT: 12.0 GRADE POINTS: 41.9		
CUM ATTEMPTED: 12.0 UN EARNED: 12.0 TIL EARNED: 12.0		
CUM GRADED AT: 12.0 GRADE PTS: 41.9 CUM GRA: 3.49		

WINTER 2015 ISS O 3		
ANTR 378 DL-W-SOC SUSTAINABILITY 5.0 3.5		
ISS 355 DL-PORTFOLIO SEMINAR 2.0 2.8		
POL S 327 WOMEN RTS/HUMAN RTS 5.0 3.4		
QTR ATTEMPTED: 12.0 EARNED: 12.0 GRA: 3.09		
QTR GRADED AT: 12.0 GRADE POINTS: 37.1		
CUM ATTEMPTED: 24.0 UN EARNED: 24.0 TIL EARNED: 24.0		
CUM GRADED AT: 24.0 GRADE PTS: 79.0 CUM GRA: 3.29		

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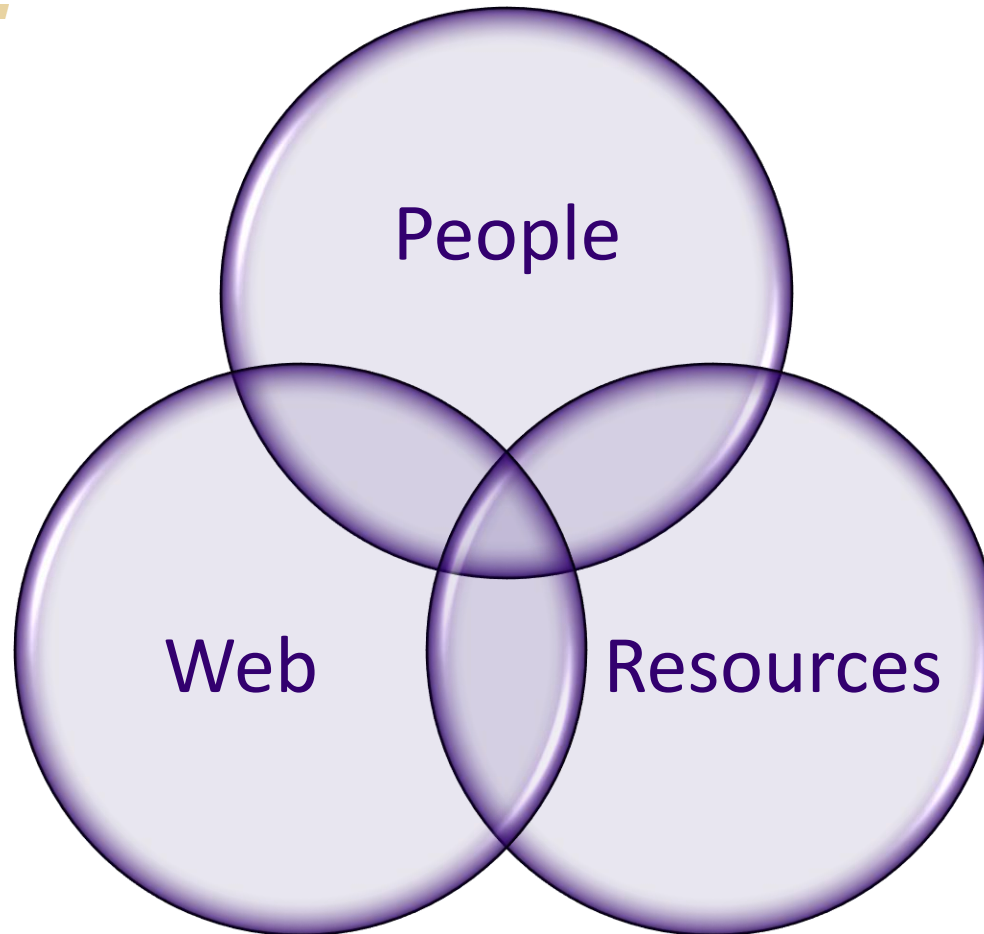
What's the process? Students...

1. Apply for internships that are **directly related** to their major
2. Get an **offer!** Yay!
3. Talk to their **dept. adviser**
 - A. Confirm internship relates to major
 - B. Enroll in internship course
4. Fill out **online CPT application**



How to Find (or Create!) an Internship

So many possibilities....



Check out our Finding Internships handout!



Talk to people

Contacts

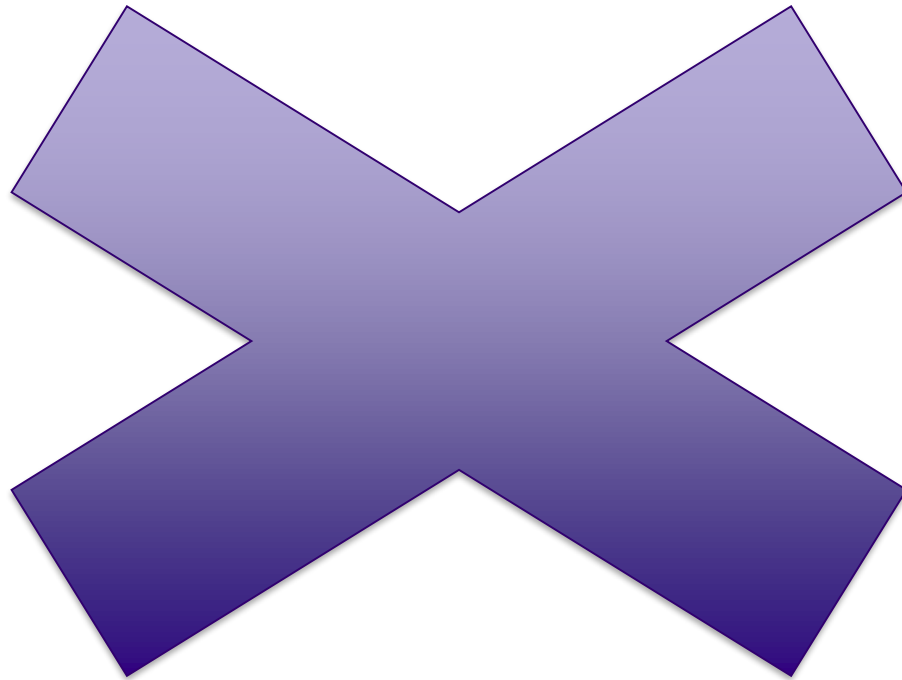
- **48%** of Husky grads say contacts helped them get jobs
- Don't be shy; tell **friends/family** what you're looking for!

Fairs & Events

- **83%** of employers extend offers after fairs
- **75+** employer events & career fairs each year



Internship Fair



W

Instead...

Internship Fair



Winter Job &
Internship Fair

Spring Career
Fair



Spring Job &
Internship Fair



Use campus resources

Academic departmental
list serves, websites, FB
pages, etc.



Career Center @ Engineering



Handshake

Last year, with
HuskyJobs:
About 300 internships
posted at one time

This year, with
Handshake:
Over 1,200 internships
posted at one time!

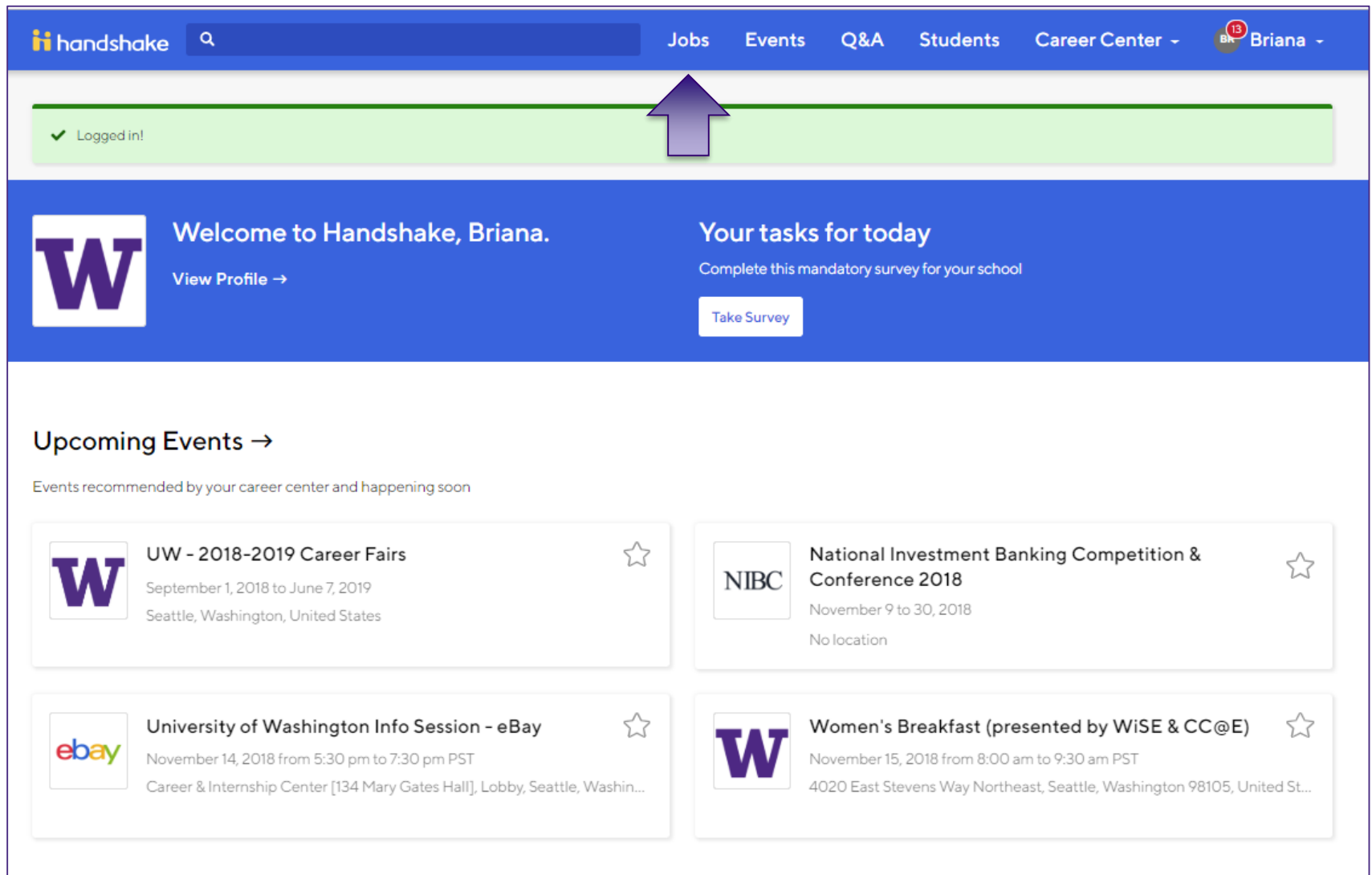


3,665


unique undergrads used
HuskyJobs to search
for **internships** in
one quarter!




Handshake front screen



The image shows the Handshake front screen for a user named Briana. The top navigation bar is blue and contains the Handshake logo, a search bar, and links to Jobs, Events, Q&A, Students, Career Center, and a user profile for Briana. A green banner below the navigation bar indicates the user is logged in. The main content area has a blue header with a welcome message and a task to complete a survey. Below this, there is a section for upcoming events with four cards: UW Career Fairs, NIBC Competition, University of Washington Info Session, and Women's Breakfast.









handshake Jobs Events Q&A Students Career Center  Briana

✓ Logged in!

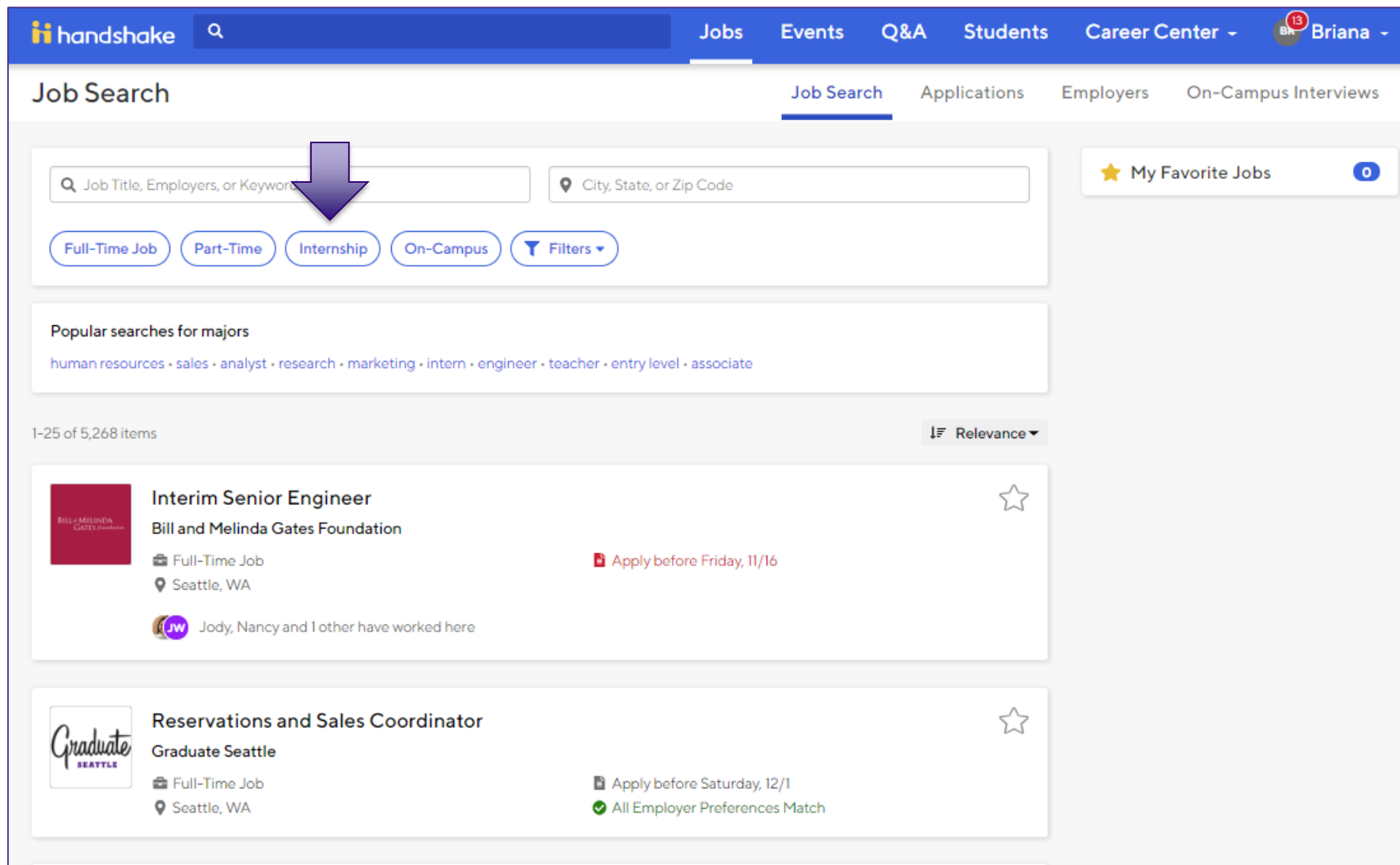
 **Welcome to Handshake, Briana.**
[View Profile →](#)

Your tasks for today
Complete this mandatory survey for your school
[Take Survey](#)

Upcoming Events →
Events recommended by your career center and happening soon

-  **UW - 2018-2019 Career Fairs** 
September 1, 2018 to June 7, 2019
Seattle, Washington, United States
-  **National Investment Banking Competition & Conference 2018** 
November 9 to 30, 2018
No location
-  **University of Washington Info Session - eBay** 
November 14, 2018 from 5:30 pm to 7:30 pm PST
Career & Internship Center [134 Mary Gates Hall], Lobby, Seattle, Washin...
-  **Women's Breakfast (presented by WiSE & CC@E)** 
November 15, 2018 from 8:00 am to 9:30 am PST
4020 East Stevens Way Northeast, Seattle, Washington 98105, United St...

Handshake “jobs” section



The screenshot shows the Handshake website's 'Jobs' section. The top navigation bar includes the Handshake logo, a search bar, and links for Jobs, Events, Q&A, Students, Career Center, and a user profile for Briana. Below the navigation bar, the 'Job Search' section is active, with tabs for Job Search, Applications, Employers, and On-Campus Interviews. The search bar contains the placeholder text 'Job Title, Employers, or Keywords' and a location field for 'City, State, or Zip Code'. Below the search bar are filters for Full-Time Job, Part-Time, Internship, On-Campus, and a Filters dropdown. A section titled 'Popular searches for majors' lists various job types. The main content area shows a list of job items, with the first item being 'Interim Senior Engineer' at the Bill and Melinda Gates Foundation. The second item is 'Reservations and Sales Coordinator' at Graduate Seattle. A purple arrow points to the search bar.

handshake

Jobs Events Q&A Students Career Center Briana

Job Search Job Search Applications Employers On-Campus Interviews

Job Title, Employers, or Keywords City, State, or Zip Code

Full-Time Job Part-Time Internship On-Campus Filters

Popular searches for majors

human resources • sales • analyst • research • marketing • intern • engineer • teacher • entry level • associate

1-25 of 5,268 items Relevance

Interim Senior Engineer Bill and Melinda Gates Foundation

Full-Time Job Seattle, WA

Apply before Friday, 11/16

Jody, Nancy and 1 other have worked here

Reservations and Sales Coordinator Graduate Seattle

Full-Time Job Seattle, WA

Apply before Saturday, 12/1

All Employer Preferences Match

Handshake “internship” filter

Full-Time Job

Part-Time

Internship

On-Campus

1 Filter ▾

Clear All


Popular searches for majors

human resources • sales • analyst • research • marketing • intern • engineer • teacher • entry level • associate

1-25 of 1,386 items

← 1,386 internships!

Relevance ▾



Spring Clerk Intern


Committee on Oversight and Government Reform-Democrats

Unpaid Full-Time Internship

Washington, DC

Apply before Monday, 12/3

☆



School Tours Intern


Bellevue Arts Museum [1 Review](#)


Unpaid Part-Time Internship

Bellevue, WA

Apply before Friday, 11/30

☆

 Patrick, Mariam, Seung and 4 others have worked here



Internship: Network Security of IoT

Mitsubishi Electric Research Laboratories, Inc.

Full-Time Internship


Cambridge, MA

Apply before Sunday, 3/31

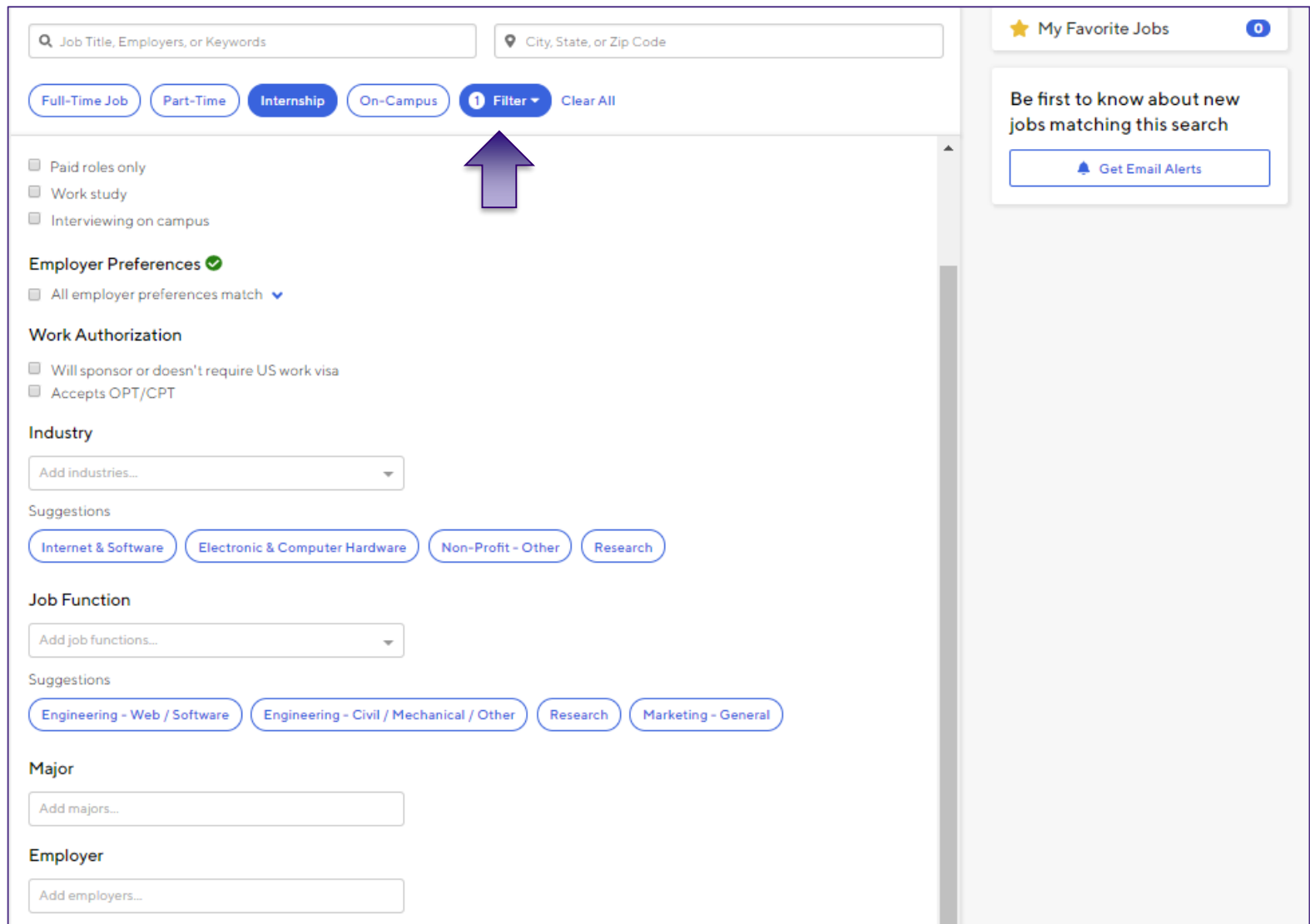
☆

★ My Favorite Jobs 0

Be first to know about new jobs matching this search

 Get Email Alerts

Handshake filters



The image shows a screenshot of the Handshake filters interface. A purple arrow points to the 'Filter' button in the top navigation bar. The interface includes search bars for job titles and locations, a row of job type buttons (Full-Time Job, Part-Time, Internship, On-Campus, Filter, Clear All), and several filter sections: 'Paid roles only', 'Work study', 'Interviewing on campus', 'Employer Preferences', 'Work Authorization', 'Industry', 'Job Function', 'Major', and 'Employer'. Each section has a dropdown menu and suggestions. A sidebar on the right contains 'My Favorite Jobs' and a notification to get email alerts.

Job Title, Employers, or Keywords

City, State, or Zip Code

Full-Time Job Part-Time Internship On-Campus **Filter** Clear All

☐ Paid roles only

☐ Work study

☐ Interviewing on campus

Employer Preferences ✓

☐ All employer preferences match

Work Authorization

☐ Will sponsor or doesn't require US work visa

☐ Accepts OPT/CPT

Industry

Add industries...

Suggestions

Internet & Software Electronic & Computer Hardware Non-Profit - Other Research

Job Function

Add job functions...

Suggestions

Engineering - Web / Software Engineering - Civil / Mechanical / Other Research Marketing - General

Major

Add majors...

Employer

Add employers...

★ My Favorite Jobs 0

Be first to know about new jobs matching this search

Get Email Alerts

Use the web



Also, check the websites of
interesting employers



What if students say...

I can't find an internship posting that interests me.

The employer that interests me doesn't have an internship program.

I don't have the exact skills and background employers want interns to have.

W

... tell them to create an internship!



- > Find an employer you're passionate about
- > Think about how you could learn and contribute
- > Reach out

Check out our Creating Internships handout!



careers.uw.edu



CAREER & INTERNSHIP CENTER

UNIVERSITY of WASHINGTON

Division of Student Life

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Welcome, Briana



PEOPLE WE SERVE



CAREER SUPPORT



RESOURCES



DIVERSE STUDENTS



JOBS/INTERNSHIPS

EMPLOYERS



ABOUT



Undergraduate Students

- Internships
- Job Searching
- Pre-Health (Medicine, Dentistry, Pharmacy, PT/OT, PA)
- Pre-Law (Law School)

Graduate Students

- Exploring and Navigating Options
- Academic Careers
- Beyond Academia: Jobs and Internships

Recent Graduates & Alumni

- Pre-Health (Medicine, Dentistry, Pharmacy, PT/OT, PA)
- Pre-Law (Law School)

Faculty, Advisers, & Campus Departments

- Adviser Training and Resources
- Internship Course Support
- Hiring a UW Student

Upcoming Events

Select a Date

- | | |
|--------|---|
| NOV 14 | eBay InfoSession
Wed, Nov 14 at 5:30pm - 7:30pm |
| NOV 15 | Transfer Student Small Group Coaching
Thu, Nov 15 at 10:30am - 11:30am |
| NOV 15 | Values Identification and Application ...
Thu, Nov 15 at 2:30pm - 4pm |
| NOV 15 | Translating Your Skills in the Social Sci...
Thu, Nov 15 at 3:30pm - 4:15pm |
| NOV 16 | Internship Search for Transfer Student...
Fri, Nov 16 at 10:30am - 11:30am |
| NOV 19 | Interviewing Lab
Mon, Nov 19 at 3:30pm - 4:30pm |
| NOV 20 | Pre-Health Drop in Coaching
Tue, Nov 20 at 1pm - 4pm |
| NOV 29 | Transfer Students Small Group Coaching
Thu, Nov 29 at 9:30am - 10:30am |
| NOV 29 | Cambia Health Solutions InfoSession
Thu, Nov 29 at 12:30pm - 1:30pm |
| NOV 29 | Fall Sales Career Fair (Info for Students)
Thu, Nov 29 at 2pm - 5pm |

See more events

careers.uw.edu/internships



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Internships

Internships are a key way to learn outside the classroom. An internship can help shape your career trajectory, expand your professional network, build your resume, and bolster your chances of securing a good job after graduation. Click on the links below for helpful tips and resources.

[Explore & Learn](#)[Find or Create](#)[Engage & Maximize](#)[Reflect & Strategize](#)

Upcoming Events



- | | |
|--------|--|
| SEP 21 | OMA&D Welcome Daze Resource ...
Fri, Sep 21 at 2:15pm - 4pm |
| SEP 24 | On-Campus Student Jobs (Dawg D...
Mon, Sep 24 at 10am - 11am |
| SEP 24 | Internships Explained (Dawg Daze)
Mon, Sep 24 at 11am - 12pm |
| SEP 24 | Pre-Health Huskies: How to Prepa...
Mon, Sep 24 at 1pm - 2pm |
| SEP 24 | Transfer Allies: Finding your UW St...
Mon, Sep 24 at 2pm - 3pm |

[View More](#)

Let's check it out:

<https://careers.uw.edu/internships/find-or-create/>



Workshops/webinars

- > **Gaining Experience Employers Want**
 - 27 attendees in fall (across 2 offerings)
- > **Finding Internships**
 - 113 attendees in fall (across 3 offerings)
- > **Internships for International Students**
 - 34 attendees in fall (across 2 offerings)
- > **Internships for Transfer Students (virtual)**
 - 11 attendees in fall (1 offering)



Resources for Maximizing an Internship

careers.uw.edu/internships



CAREER & INTERNSHIP CENTER

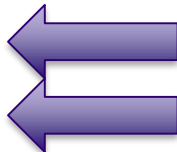
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[Explore & Learn](#)[Find or Create](#)[Engage & Maximize](#)[Reflect & Strategize](#)

Upcoming Events

**SEP
21****OMA&D Welcome Daze Resource ...**

Fri, Sep 21 at 2:15pm - 4pm

**SEP
24****On-Campus Student Jobs (Dawg D...**

Mon, Sep 24 at 10am - 11am

**SEP
24****Internships Explained (Dawg Daze)**

Mon, Sep 24 at 11am - 12pm

**SEP
24****Pre-Health Huskies: How to Prepa...**

Mon, Sep 24 at 1pm - 2pm

**SEP
24****Transfer Allies: Finding your UW St...**

Mon, Sep 24 at 2pm - 3pm

[View More](#)

careers.uw.edu/internships/engage-maximize

Internships »

Engage & Maximize

In order to reap maximum benefits from your internship, you need to be thoughtful about how you engage with colleagues, approach your work, and view yourself within the larger organizational context.



Handout

- Creating Learning Goals
- Maximizing Internships (quotes from employers)

Making the Most of Your Internship

Watch 2-minute video here –
<https://youtu.be/SxaKeRGFYOs>



After an internship:

W

After INTERSHIP: Strategic Analysis

MUCH LIKE SPORTS TEAMS ANALYZE GAME TAPES to pinpoint what worked and didn't work so they can develop a plan to enhance future play, interns should set aside time to look back and critically reflect on their internship. Below are some prompts to help you figure out what you liked and disliked about your internship, what you want to replicate in future experiences, and what changes you need to make to find a career, job, or workplace that's right for *you*. Select at least 2 questions from each category, write down your reflections, and consider talking to a career counselor, adviser, or mentor about your responses.

1: Reflect

BIG PICTURE

- > How would you describe your internship using 3 adjectives?
- > Was the internship what you expected? If not, why? What didn't meet your expectations?
- > What aspect of your internship did you most enjoy?
- > What most surprised you about your internship site and role?
- > What's a take-away you didn't expect...an unanticipated insight you gained?

INTERESTS:

- > What responsibilities did you feel really enthused about?
- > What tasks do you feel you did really well there?
- > What specific accomplishments do you feel most proud of?
- > What tasks or activities do you want to do in future jobs?

STRENGTHS & SKILLS:

- > What skills did you develop or enhance at your internship?
- > Which ones did you feel most excited to learn or use?
- > What feedback did you get from your internship site about your strengths?
- > What strengths do you have that didn't have a chance to be demonstrated there?
- > What's a skill deficit you realized you need to fill to be successful in that field?

VALUES:

- > What non-task-related thing about your internship did you most enjoy?
- > What values did you share with the organization? With coworkers?
- > Which of your personal or work values, if any, seemed at odds with your internship site?
- > I would have had a much better internship experience if only _____.

ENVIRONMENT:

- > What did you learn about what you need from a supervisor in order to do your best work?
- > How would you describe the culture at your internship site?
- > What about the culture do you want to replicate in future work settings?
- > If the culture at your internship site did not fully meet your expectations or goals, what can you learn from that? What needs to be different for you at a future place of employment?

MOVING FORWARD:

- > In what ways did your internship confirm your intended career direction?
- > What changes might you make to your career trajectory as a result of this internship?
- > What action step could you take to continue refining your career path? (see *After Internship: Next Steps* sheet for ideas)

2: Analyze

3: Integrate

W

After INTERSHIP: Next Steps

COMPLETING AN INTERSHIP is an important milestone in your career development journey. Hopefully your internship helped you build experience, knowledge, skills, and contacts that will prove valuable personally and professionally. A critical next step is...deciding on your next step! Where do you want to go from here in terms of building your career pathway? Check at least one possible next step from the lists below.

CONTINUE CONNECTING WITH YOUR INTERSHIP SITE:

- ☐ Send a handwritten thank you note to those with whom you worked closely
- ☐ Ask supervisor (or someone else) to join you for coffee once a quarter
- ☐ Connect with employees on LinkedIn
- ☐ Conduct an informational interview with somebody in an interesting role
- ☐ Meet up with them at UW info sessions, career fairs, etc. (or volunteer to help!)
- ☐ Apply for another internship there, or a full-time role if you're graduating soon

KEY RESOURCES:

careers.uw.edu
linkedin.com

LEARN ABOUT OTHER EMPLOYERS:

- ☐ Conduct an informational interview with somebody at an employer of interest
- ☐ Attend any of the Career & Internship Center events at which employers are present – career fairs, employer information sessions, Careers in Panels, or Employer-Led workshops
- ☐ See if you know anybody with connections to employers of interest through LinkedIn
- ☐ Use LinkedIn's alumni tool to see where other Huskies are working
- ☐ Subscribe to a Talent Community to learn about events and employers relevant to your interests

SEEK OPPORTUNITIES FOR SELF-DEVELOPMENT:

- ☐ Reflect on and dissect your internship using the *After Internship: Strategic Analysis* sheet
- ☐ Complete the values, interests, and strengths exercises in the Career Guide
- ☐ Make an appointment with a career counselor at the Career & Internship Center to further clarify your skills, strengths, values, and interests
- ☐ Take courses or engage in co-curricular experiences (clubs, leadership roles, volunteer positions, internships, etc.) that will help you develop skills necessary for success in careers that interest you

GET READY FOR YOUR NEXT APPLICATION:

- ☐ Attend workshops or labs on resumes, cover letters, interviews, LinkedIn, job search, etc.
- ☐ Add a well-written description of your internship to your resume
- ☐ Update your LinkedIn profile to include your internship
- ☐ Ask somebody from your internship site to write a recommendation for your LinkedIn profile
- ☐ Write down a few significant stories from your internship that you might want to include in a cover letter or discuss in a job interview
- ☐ Meet with a career counselor to refine your materials, interview answers, and job search plan
- ☐ Apply for other internships or jobs using HuskyJobs or other strategies

OTHER IDEAS:

- ☐ _____
- ☐ _____

BUILDING MOMENTUM:

What's something small you can do *this week* to work towards your identified next step(s)?

Reality

- > It is hard to get students to engage with any of the resources in this section
- > Please push them out to students



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Wrap-up



Cats in real life...



Helping students

- > Share reasons/stats re: importance of internships
- > Share examples of internships your students have done in the past
- > Develop a departmental culture re: internships:
 - Website
 - Videos
 - Handouts
 - Emails
- > Show them our internship resources



If employers reach out to you...

- > Yay!
- > Direct them to careers.uw.edu/employers/create-an-internship/
- > Let them know I am happy to provide consultation

Employers »

Creating an Internship

Opportunities to learn outside the classroom are a key mechanism for students to learn and grow. It's a win-win! The links below provide

Explore & Develop

Recruit & Advertise

Manage & Support



Next steps



What's a next step you can take to become even more of an internship advocate?



Contact

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Helping Students Find & Maximize Internships

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