



# INTERNSHIPS

## Build relevant experience.

### WHAT IS AN INTERNSHIP?

An internship is a hands-on, short-term, supervised work experience conducted in a professional setting that is designed to increase a student’s knowledge of a specific career field. More than a part-time job or volunteer experience, an internship is focused on learning objectives related to increasing student knowledge, training to develop skills, and quality supervision to guide the intern.

### THE FOLLOWING ARE BENEFITS OF COMPLETING A WELL-STRUCTURED INTERNSHIP:

Gain work experience • Build a professional network • Explore career interests • Develop skills • Learn job search process • Land potential employment

### HOW TO SECURE AN INTERNSHIP

#### CLARIFY YOUR GOALS

Avoid going straight to the job postings. Instead take a moment to truly consider what you want to get out of your internship experience. An internship is, after all, only as valuable as the time, thought and effort you put into your experience.

#### RESEARCH PERSPECTIVE EMPLOYERS

Begin by researching organizations that interest you. Looking through Online internship postings and utilize the Internship Portal found on the IUSPH Career Services website to see where past students have interned. Also access posting on Handshake. Compile a top ten preference list.

#### MAKE NETWORKING A PRIORITY

Network with alumni and individuals working in your field. Engaging in informational interviews, attending career fairs, and utilizing professional social media can be useful strategies. It can be appropriate to approach an organization with your resume and several ideas on how you can benefit their organization by creating your own internship, though often unpaid.

#### EVALUATE INTERNSHIP OPPORTUNITIES

Take time to evaluate the internships you are considering. Be sure the internship is well-structured and offers benefit. Additionally, be sure the internship is developed from an educational perspective.

### WHO ARE COLLABORATORS

#### INTERNSHIP COORDINATORS

- Approve placement
- Support during internship
- Facilitate learning

#### ACADEMIC ADVISORS

- Internship-for-credit plan
- Prerequisites met
- Resource referral

#### CAREER COACHES

- Search strategies
- Internship job boards
- Application/interview prep

### OTHER RESOURCES

Use the following handouts and resources to assist with your search:

- Resume Writing
- Cover Letter
- LinkedIn
- Interviewing
- Networking
- References

## DETERMINE INTERNSHIP PRIORITIES EXERCISE

Before starting your internship search, it is important to identify important priorities and goals. Start by reflecting on and identifying priorities in these key areas.

<p><b>GEOGRAPHICAL LOCATION</b>  <i>In state...</i>  <i>Midwest...</i>  <i>Near family...</i>  <i>Though you may be open, it is best to focus on key locations</i></p>	
<p><b>TIMING</b>  <i>Spring, summer...</i>  <i>Post-graduation...</i>  <i>Prerequisite classes necessary...</i>  <i>Identify the ideal time for internship(s)</i></p>	
<p><b>PAID/UNPAID</b>  <i>Necessary...</i>  <i>Not necessary...</i>  <i>Can you propose a created internship?</i></p>	
<p><b>GAINED EXPERIENCE/SKILLS</b>  <i>Explore a field...</i>  <i>Develop a skill-set...</i>  <i>Professional development...</i>  <i>Networking...</i>  <i>Consider goals for your internship</i></p>	
<p><b>TYPE OF COMPANY/INSTITUTION</b>  <i>Public/Private...</i>  <i>Large or small company/University...</i>  <i>Clinical/Research focus...</i>  <i>Professional/Armature/Collegiate...</i></p>	

## SAMPLE PROSPECT LIST

NAME & CONTACT INFORMATION	INTERNSHIP	APPLICATION TIME-LINE
IU Health 812-555-5555 iuhealth.org	Cardiac Rehabilitation Internship	Application process opens in February
St. Vincent Hospital 317-555-5555 stvincent.org	Employee Wellness Internship	Send application materials to Tina Smith by March 21