



INTERNSHIPS

Build relevant experience.

WHAT IS AN INTERNSHIP?

An internship is a hands-on, short-term, supervised work experience conducted in a professional setting designed to increase a student’s knowledge of a specific career field. More than a part-time job or volunteer experience, an internship integrates learning objectives to increase student knowledge, to facilitate training to develop skills, and to support growth.

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

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. Look through Online internship postings utilizing the SPH Internship Portal to identify where past students have interned. Also access posting on Handshake. Compile a list of perspective organizations.

MAKE NETWORKING A PRIORITY

Be an active searcher. 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 is professionally appropriate to approach an organization with your resume and to propose ideas on how you might contribute.

EVALUATE INTERNSHIP OPPORTUNITIES

Take time to evaluate internships you are considering. Verify the internship is well-structured and offers educational and career benefit.

WHO ARE COLLABORATORS

INTERNSHIP COORDINATORS

- Approve placement
- Support during internship
- Facilitate learning objectives met

ACADEMIC ADVISORS

- Consult on academic plan and timeline
- Confirm prerequisites are met
- Approve internship course

CAREER COACHES

- Coach on search strategies
- Critique application materials
- Prepare for interview process
- Help evaluate options

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>GEOGRAPHICAL LOCATION <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>TIMING <i>Spring, summer...</i> <i>Post-graduation...</i> <i>Prerequisite classes necessary...</i> <i>Identify the ideal time for internship(s)</i></p> | |
| <p>PAID/UNPAID <i>Necessary...</i> <i>Not necessary...</i> <i>Can you propose a created internship?</i></p> | |
| <p>GAINED EXPERIENCE/SKILLS <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>TYPE OF COMPANY/INSTITUTION <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 |