

Internship Preparation

PREPARE APPLICATION REQUIREMENTS,
SEARCH INTERNSHIP OPPORTUNITIES



ST. CATHERINE
UNIVERSITY

St. Kate's Internship Program
updated 9/2022

Why do an internship?

- Try something out to better evaluate your field of interest
- Fulfill an academic requirement in your program
- Develop career competencies
- Build relationships and expand your professional network





Need an internship for academic requirement?

- Use the [Programs of Study](#) page or talk to your academic advisor to see if your major requires an internship and how many credits are required.
- If required, make sure to check in with your department to see what the requirements are for the type of internship you need.
- If an internship isn't required for your program, you may still get credit for your internship or do a 0-credit internship for transcript recognition.

For-Credit vs 0-Credit Internships

For-Credit Internship

- Coordinated between you, your faculty advisor, and your internship site supervisor
- Appears as a **letter grade** on your transcript
- **Charged tuition** for number of credits
- Course code is designated as your major
- Project oriented and less than 20% administrative

0-Credit Internship

- Coordinated between Career Development and your internship site supervisor
- Graded **Pass/Fail**, appears on your transcript
- Not charged tuition, but **\$100 fee** is required
- Designated as an Interdisciplinary course
- Project oriented and less than 20% administrative

Hour Requirements

Internships can be completed Summer, Fall, or Spring semesters

Credit #	Hours/Week	Hours/Semester	Available to
4 Credits	10-12 Hours	150-160 Hours	All Students
3 Credits	8-10 Hours	120 Hours	Fashion Students
2 Credits	5-6 Hours	75-80 Hours	All Students
0 Credits	5-6 Hours	75-80 Hours	All Students

Prepare for your Search



Resume

Preparing a professional resume is an important step to securing an internship. Doing this ahead of time will allow you to apply to new opportunities quickly.



Cover Letter

Cover letters are always tailored to each opportunity, but doing research about formatting and content development is a must.



Interview Prep

Securing internships often involves an interview. St. Kate's has great resources to help you prepare and practice ahead of time.

Preparation Resources

Use [KatieCareer Virtual Center](#) to find helpful DIY resources for resume, cover letter, and interview prep

- [Resume Guide](#), [Cover Letter Guide](#), [Interview Guide](#)
- [Career Activator](#): use helpful resume and cover letter templates
- [Interview Stream](#): practice interviewing using field-specific interview questions

Make an appointment with a career specialist. Go to [Handshake](#) > Career Center > Appointments



Search for an Internship



Use your network

Talk to instructors and program staff to get ideas for what students have done in the past



Handshake

Off-Campus: Handshake > Jobs and filter "internships"

On-Campus: Handshake > Jobs and filter for "on-campus."



Community Work & Learning

Go to the Community Leaders Program to learn about the program and link to postings



Career Development

- Attend Career Development events to meet recruiters
- Meet with a Career Specialist to talk about internship exploration

Additional Search Resources

[KatieCareercvc.stkate.edu>Internships](https://KatieCareercvc.stkate.edu/Internships)



KatieCareer Virtual Center

- PeopleGrove
- Handshake
- Schedule an Appointment

- People We Serve
- My Career Path
- Career Competencies
- Career Interests
- Internships**
- All Resources
- Events
- Team
- Current MN Jobs



Internships

- Start Here
- Search for Internships
- Registration
- Faculty/Supervisors
- Internship Funding

Inquire about an opportunity

Sample Inquiry to an Employer:



Dear Julia Employer,

I hope you are well. It was so nice to meet you and learn about ABC Organization last fall at the St. Kate's Meet & Greet. Your organization's mission aligns well with my values and career goals, so I wanted to reach out to see if you ever offer internships. I am seeking an internship for my senior practicum this spring and would be available for 10-15 hours per week.

I am a Communications major with experience as vice president of our campus's business club, Katies Business Organization (KBO). During my time in KBO, I have managed our social media platforms, written articles to educate students about the organization, and last semester, I led our Events Committee, which planned two successful events that surpassed our attendance goals by 50%.

I have attached my resume so you can see details of my experience. Please let me know if you think I could benefit ABC in any way next spring. I am happy to answer any questions you may have about the process. Thank you so much for your consideration.

Sincerely,
Francesca Intern

Search by Career Interest



KatieCareer Virtual Center

PeopleGrove

Handshake

Schedule an Appointment

People We Serve ▾ My Career Path Career Competencies Career Interests ▾ Internships All Resources Events Team ▾ Current MN Jobs

Search for Internships

For a list of organizations in your career interest area, select from the dropdown menu.

Career Interest Area: ▾

- Arts / Media / Marketing
- Business / Fashion / Consulting
- Data / STEM
- Health Professionals
- Nonprofit / Government / Education
- Social Services
- Sustainability / Conservation

Search and Apply for Internships - Try These Sources:

- Handshake - Search for internships and build profiles

Current Internships

Internship - Food Safety & Quality Associate



»»» Important Tips »»»



- Don't wait until the last minute
 - many organizations recruit for summer internships in the fall
 - The set-up process can take a couple weeks

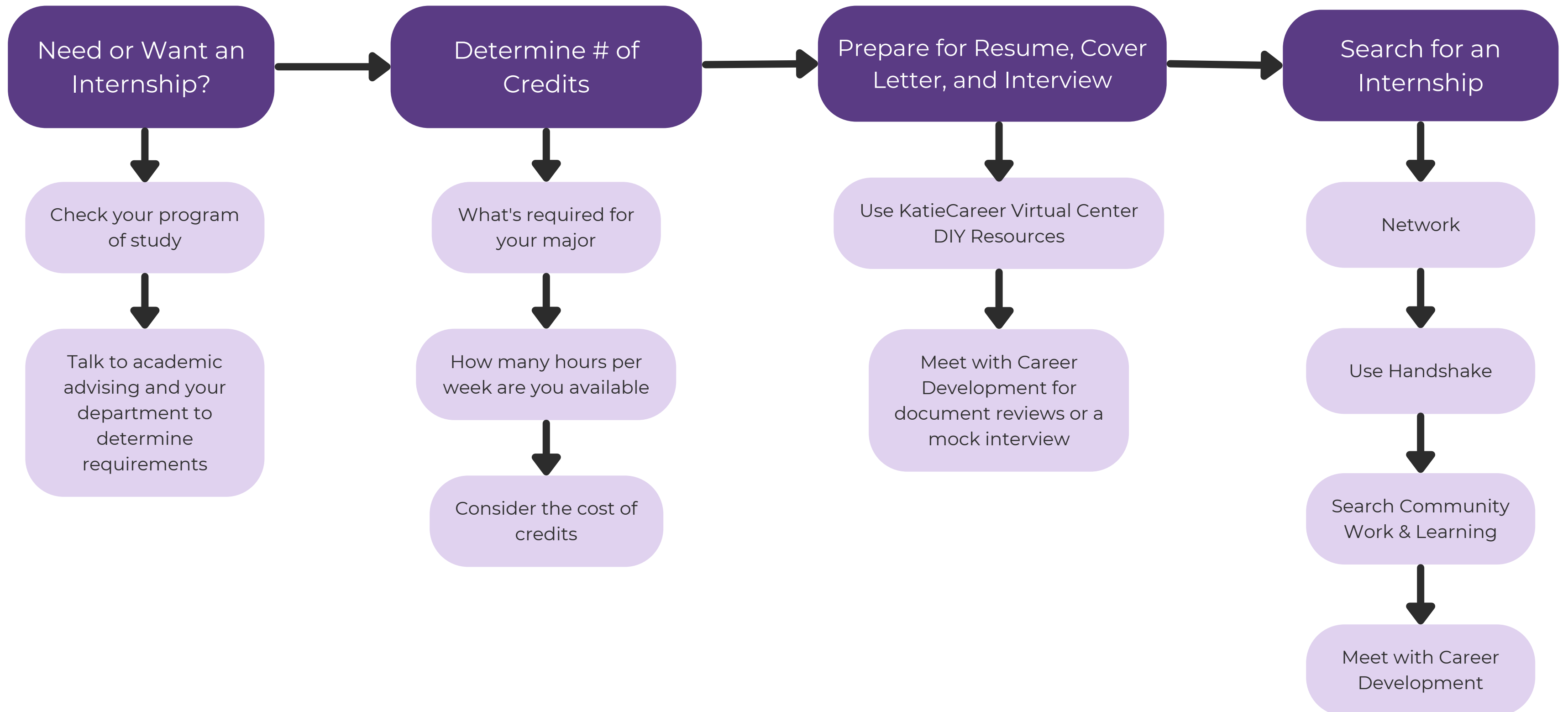


- Always be professional
 - respond to emails politely and in a timely manner
 - pay attention to detail and complete requirements accurately and on time



- Remain open and flexible
 - Even if you don't land your top choice, stay positive, you may be pleasantly surprised by another opportunity and you can always gain something valuable during any experience

St. Kate's Internship Program: Preparation Summary





Questions?

Email: internships@stkate.edu