



INTERNSHIP GUIDE

URI Career Services ♦ 228 Roosevelt Hall ♦ Kingston, RI 02881 ♦ (401) 874-2311 ♦ <http://career.uri.edu>

Internships can be paid, unpaid, volunteer, or for credit. They can be found on the internet, through your academic department, the Office of Internships and Experiential Education, the Coastal Fellows Program or Career Services (<http://career.uri.edu>).

What matter is that you get experience!

Those person who have had an internship before they graduate are more likely to get a job, be paid a higher starting salary, and excel in their academic endeavors (NACE 2006).

The process of an internship is as follows:

Assessment:

- Explore your career interests with a career advisor, academic advisor and faculty advisor.
- Define skills, interests, values and their relation to career goals.
- Think about the type of experience you want, skills/qualifications you want to enhance or gain and the type of company/organization for which you want to work.

Exploration:

- Increase your awareness of careers by doing informational interviewing with professionals in the field, attending networking events, doing research on the Internet and discussing it with an advisor.
- Take classes outside your major to test your interest field.
- Begin to develop a network of professional contacts.
- Search for internships at Career Services (Roosevelt Hall/RhodyNet <http://career.uri.edu>), within your department, at the Office of Internships and Experiential Education (Roosevelt Hall), and on the Internet.
- When interviewing ask the employer questions about his/her needs, supervisory style, and how you can make the most of the experience.

Before the Internship Starts:

- Meet with career, faculty or internship advisor to clarify your learning objectives.
- Gain a full understanding of the expectations of your academic department or internship supervisor if you are getting credit hours.

During the Internship:

- Regularly meet with your supervisor to discuss his/her expectations and reflect on the progress of your learning objectives.
- Always act in a professional manner (smile, be courteous, listen effectively, be dependable).
- Keep a list of contacts and business cards of persons you meet.
- Document your activities in a journal so that your new skills and qualifications can be easily transferred to your resume and you have the ability to document and track your progress.
- Try new things and volunteer to assist people.

After the Internship:

- Reflect on the experience as a whole.
- Define the skills and qualifications you have gained.
- Update your resume.
- Solidify letters of recommendation.
- Write a thank-you note to your internship supervisor.

Let us help you though the process.

Make an appointment with a Career Advisor by calling (401) 874-2311 or email us at career@etal.uri.edu