

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 matters is that you get experience!

Those people 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 2008).

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 in Roosevelt Hall or on 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

Courses offered by major for internships/field work

AFRICAN and AFRICAN-AMERICAN STUDIES:

AAF 390

AQUACULTURE and FISHERIES SCIENCE: AFS

391/392

AFS 491/492

ANTHROPOLOGY: APG 470

ART: ART 301 ART 307

ART HISTORY: ARH 300 ARH 371/372

ANIMAL and VETERINARY SCIENCE: AVS 399

AVS 491/492

BACHELOR of GENERAL STUDIES: BGS 350

BIOCHEMISTRY: BCH 491/492

BIOLOGICAL SCIENCES: BIO 491/492

BUSINESS: BUS493

COMMUNICATION STUDIES: COM 391/392 COM

471/472 COM 491/492

COMMUNITY PLANNING and LANDSCAPE

ARCHITECTURE: CPL 391/392 CPL 397 CPL 487

(or NRS 487)

COMPUTER SCIENCE: CSC 491 CSC 499

COMMUNITY SERVICE: CSV 301 CSV 303

CIVIL and ENVIRONMENTAL ENGINEERING:

CVE 391 CVE 491/492 -

ECONOMICS: ECN 351/352

EDUCATION: EDC 250 EDC 350 EDC 403

EDC 431 EDC 454 EDC 459 EDC 460 EDC 478/479

- EDC 486

ENGLISH: ENG 493/494

ENVIRONMENTAL ECONOMICS: EEC 491/492

FILM MEDIA: FLM 401 FLM 491

FRENCH: FRN 315/316 FRN 315/316

GEOSCIENCES: GEO 480 GEO 491 GEO 499

GERMAN: GER 315/316 GER 497/498

GREEK: GRK 497/498

HUMAN DEVELOPMENT and FAMILY STUDIES:

HDF 477/478 - HDF 480/481 HDF 497 HDF 497 -

HISTORY: HIS 391

HONORS: HPR 301/302

HEALTH SERVICES ADMINISTRATION:

HSA 380 HSA 480 - Advanced Practicum in Health

Services Administration (6 credits)

HUMAN SCIENCE and SERVICES:

HSS 270 HSS 370 HSS 399 - HSS 470 - HSS

491/492 -

INDUSTRIAL and SYSTEMS ENGINEERING: IME

391/392 IME 491/492 -

ITALIAN: ITR 301/302

JOURNALISM: JOR 345 JOR 440 JOR 445

KINESIOLOGY: KIN 217 KIN 305 KIN 315 KIN 391 -

KIN 484

LANDSCAPE ARCHITECTURE: LAR 399 - LAR

491/492 -

LATIN: LAT 497/498

LINGUISTICS: LIN 497/498

MARINE AFFAIRS: MAF 490 -MAF 491/492 -

MAF 499

MECHANICAL ENGINEERING and APPLIED

MECHANICS:

MCE 491/492

MICROBIOLOGY: MIC 491/492 MIC 499

MILITARY SCIENCE and LEADERSHIP: MSC 403

MEDICAL TECHNOLOGY: MTC 199

MATHEMATICS: MTH 391 MTH 492

MUSIC: MUS 490

NUTRITION and FOOD SCIENCE: NFS 451/452 -

NFS 491/492

NATURAL RESOURCES SCIENCE: NRS 395

NRS 397 NRS 491/492 NRS 495

NRS 497 NRS 498 NRS 499

NURSING: NUR 346 NUR 390 NUR 446 NUR 464

NUTRITION: NFS 451/452

OCEAN ENGINEERING: OCE 491/492

OCEANOGRAPHY: OCG 491 OCG 493/494

PHILOSOPHY: PHL 401/402 PHL 499

PHARMACY PRACTICE: PHP 350/351 PHP

450/451 PHP 497/498

PHYSICS: PHY 491/492 (or AST 491/492)

PLANT SCIENCES: PLS 399 PLS 406 PLS

491/492

PORTUGUESE: POR 497/498

POLITICAL SCIENCE: PSC 375/376 PSC 455/456

PSYCHOLOGY: PSY 305 PSY 473 PSY 499

PUBLIC RELATIONS: PRS 441 (or JOR 441) PRS

491

RESOURCE DEVELOPMENT EDUCATION: RDE

486

RUSSIAN: RUS 497/498

SOCIOLOGY: SOC 497 SOC 498/499

SPANISH: SPA 315 SPA 316/317 SPA 497/498

STATISTICS: STA 491

THEATRE: THE 291 THE 300 THE 301 THE 322

THE 391 THE 400 THE 401 THE 415 THE 420 THE

441 THE 484

TEXTILES, FASHION MERCHANDISING, and

DESIGN:

TMD 342 TMD 361/362 TMD 461/462

WOMEN'S STUDIES: WMS 300 WMS 306 WMS

450

WRITING: WRT 383 WRT 484