

WHAT IS AN INTERNSHIP?

An internship is an opportunity to explore careers and build professional skills in a learning-centered, supportive environment.

THE BENEFIT OF INTERNSHIPS

- Gain valuable work experience and insight into a career or field of study
- Clarify future career goals
- Build professional skills and become more marketable
- Network with professionals in the industry.

Internships can be part- or full-time, short or long-term, for credit or not for credit, paid or unpaid. Some opportunities are formally advertised, while others are found by word of mouth.

DID YOU KNOW? Recruiting for summer internships occurs February through April, while some industries begin recruiting as early as September! That said, you should **begin preparing an entire calendar year before you intend to begin your internship!**

Thinking of doing an internship?

Schedule an appointment with a Career Counselor by calling 253-535-7459.



HOW CAN CAREER CONNECTIONS HELP?

- Resume and cover letter writing assistance
- Internship search strategies
- Mock interviews
- Registering for academic credit

CHECKLIST - HOW TO LAND AN INTERNSHIP

First Year: Prepare

- Most internships seek a junior- or senior-level candidate with certain skillsets. Gain experiences during your first and second year at PLU through leadership activities, student organizations, volunteerism, and an on campus job, or part-time job.
- Discuss your internship goals with an Academic Advisor. Is there a better time to complete an internship? Can you receive credit for your experience?
- Explore Lute Link and LinkedIn to begin informational interviews—they are a great way to gain insight into your desired career field and discover what internship opportunities are available to you.

Second Year: Start Searching

- Start introducing yourself to companies and organizations to learn about opportunities! PLU brings employers to campus through Career Fairs, info sessions, and panels.
- Find a summer internship to explore options within your career field. If not an internship, locate another opportunity like volunteering or part-time employment to gain transferable skills.

Third Year: Act Timely

- Identify what you want in a workplace. What type of culture or environment would best suit you?
- Take PSYC 213 to enhance your networking, resume, cover letter, and interviewing skills.

- Consider locating a summer internship that will allow you to deepen your expertise in a specific area and connect with like-minded professionals.

Fourth Year: Reflect and Decide

Now that you've acquired an internship experience, it's time to decide how to leverage it when pursuing full time opportunities. How will you discuss your internship to potential employers?

REGISTERING YOUR INTERNSHIP FOR ACADEMIC CREDIT

DID YOU KNOW? You can receive academic credit for completing an internship! Most majors encourage you to take an internship for credit, while some even require it. Even if your major does not offer internship credits, AICE 276/476 are available as general electives.

KEY TERMS

Faculty Sponsor – The PLU faculty member that oversees the learning portion of your internship.

Learning Agreement – The method of recording your internship information, learning outcomes, and how you'll be evaluated.

Internship Supervisor – The individual on your internship site that oversees your work and evaluates your progress.

Career Connections Opportunities Board – The online portal where you can search for internships and submit your Learning Agreement.

Learning Outcomes – What do you expect to learn at your internship? Determine these with your faculty sponsor and internship supervisor.