

Internships and You

What You Need to Know



Tom Manning - Director, Career Services



Topics Covered in this presentation:

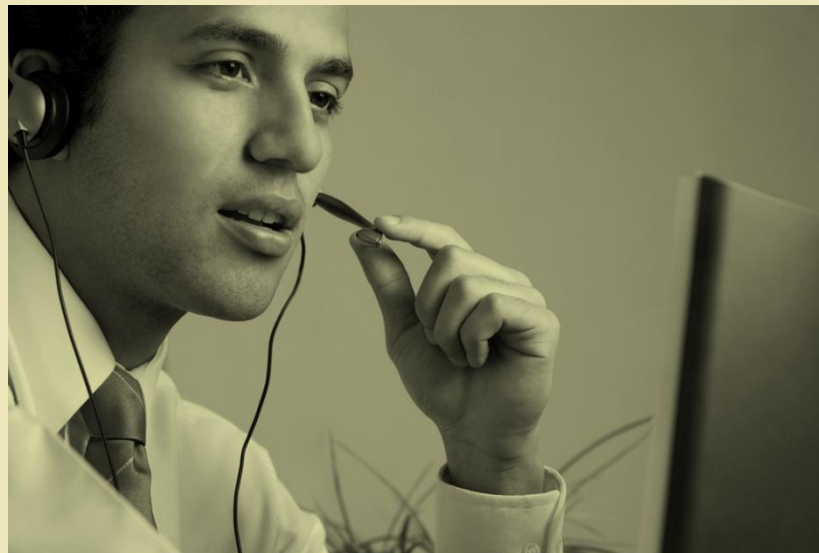
INTERNSHIPS

- What are they?
- Why do I need one?
- How do I get one?
- How do I keep it?
- How do I use it to my best advantage?



What are Internships?

- Internships are paid or unpaid time-limited experiences in a real-world working environment related to your major and career goals





Why Do I Need One?

Participating in an internship provides opportunities to:

- Gain valuable work experience
- Connect classroom experiences to the real world
- Increase your knowledge and skills base
- Create networking opportunities
- Develop valuable references
- Beat the competition in the workforce



How Do I Get One?

The Search: finding the right fit

- Consult with Career Services Center staff
- Talk with your instructors
- Take advantage of personal contacts

The Contact: text and verbal communications

- The resume, cover letter, and application
- The interview



How Do I Keep It?

- Be Professional
 - Be on time
 - Dress appropriately for the setting
 - Learn and use the language
- Be an “Intentional Learner”
 - Look for ways to connect your academic learning
 - Look for ways you can contribute
 - Be flexible and open to new ideas



How Do I Make the Most of It?

- Develop relationships
- Ask questions
- Offer ideas, while keeping perspective
- Be open to learning new things
- Keep names and contact information for later use
- Request letters of recommendation
- Ask if supervisors would be willing to serve as positive, enthusiastic references



What Do I Do When It's Over?

- Follow-up and Stay In Touch
 - Send professional letters or notes of thanks to key people
 - Keep them posted on your progress
 - Take your new knowledge and learning into the next phase of your education/career path
 - Find another one!



Contact DCCC Career Services at 336.249-8186, ext. 6312
or cs@davidsonccc.edu for more information

Visit our website at www.davidsonccc.edu/careerservices

