

## FINDING AN INTERNSHIP

An internship is any opportunity to “test drive” a career field in which you are interested. Internships allow you to apply what you’ve learned in the classroom and begin to develop skills. They can vary greatly in terms of length, formality and funding. Your interest in a field is essentially what defines an experience as an internship.

### HOW THE CEO WORKS WITH YOU

The Career Education Office (CEO) is here to support you in your search for an internship. Our staff can:

- Discuss your interests and skills.
- Help you decide where to begin and develop a plan for your search.
- Review resumes and cover letters.
- Provide assistance in preparing for your interview.
- Answer questions about the process for registering for an internship course to receive academic credit for your internship.
- Troubleshoot with you if you get stuck at any point in your search.

### TIPS FOR APPLYING FOR INTERNSHIPS

- There are different ways to apply for internships and each employer will have their own method of application and selection. Keep your search organized and be sure to follow the applications instructions for each position or program to which you apply.
- Allow 3-6 months for your internship search but keep in mind that highly competitive internships or those that involve security clearances (State Department, FBI) have deadlines 9+ months in advance.
- Identify and apply to internships that match your skills, interests, and goals. Just like in your college search, apply to several internships that range from “safe” to “reach.”

### RESOURCES TO START YOUR INTERNSHIP SEARCH

- Check out the search resource suggestions on the CEO’s website Professional Experience > Internships > Search Sites.
- Search Baltimore CollegeTown Network ([www.baltimorecollegetown.org/internships](http://www.baltimorecollegetown.org/internships)) for local opportunities.
- Ask for suggestions from friends, family, faculty members, alumnae/i and former employers.
- Use LinkedIn to look at profiles for professionals in your field, join groups, and follow organizations related to your interest, where you might see internships posted on feeds. Use the job search feature, filtering by internship in the Experience Level.
- Develop a target list of organizations in your area of interest and preferred location using resources like the Chamber of Commerce for that city and Idealist.org organization search for non-profits.
- Schedule an appointment with CEO staff to develop an individual plan based on your interest and preferred location.

### REGISTER FOR INTERNSHIP COURSE TO RECEIVE ACADEMIC CREDIT

- If you want to receive academic credit for your internship, you need to register for an Internship Course. Go to [www.goucher.edu/ceo](http://www.goucher.edu/ceo), from Professional Experience > Internships, read the section titled “Registering for an Internship Course for Academic Credit” and review the CEO’s Internship Learning Agreement (ILA) and Information Guide to learn what steps you need to take to get academic credit for your internship
- Students can register for a zero-credits internship course, which provides a transcript notation for your internship. You’ll receive support and feedback to make the most of your experience. Zero-credits internship courses do not satisfy any requirements.

### GOUCHER INTERN FELLOWSHIP

- **The Goucher Intern Fellowship (GIF)** is a merit award that provides funding for unpaid/underpaid summer internships.
- Applications are submitted to the CEO on a rolling selection process starting after Spring Break.
- Students must be able to register for an internship course to receive academic credit for their internship to be eligible for GIF.
- Visit <https://www.goucher.edu/career-education-office/professional-experience/internships/> for more information.

For other tips & more info, contact the CEO at 410-337-6191 or visit the CEO Website at [www.goucher.edu/ceo](http://www.goucher.edu/ceo)