

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 and 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 help:

- Discuss your interests and skills.
- Help you decide where to begin and a plan for your search after you have reviewed available resources.
- Review resumes and cover letters.
- Provide assistance in preparing for your interview.
- Answer questions you have about the process for receiving 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

- Review local and national listings in Goucher’s jobs/internships database, **Goucher Recruit** (www.goucher.edu/recruit). Be sure to also check out the Extended Job Search under the Jobs/Internship dropdown on left and Vault under the shortcuts on right.
- Check out the search resource suggestions on the CEO’s website Professional Experience > Internships > Search Sites.
- Search Baltimore CollegeTown Network (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 and 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.

RECEIVING ACADEMIC CREDIT

- If you want to receive academic credit for your internship, review the CEO’s Internship Learning Agreement and Checklist. Go to www.goucher.edu/ceo, from Professional Experience > Internships, review the section titled “Applying for Academic Credit” and review the Academic Internship Checklist and the Internship Learning Agreement (ILA) to learn what steps you need to take to get academic credit for your internship.
- Starting Fall 2018, student can now register for a zero-credits internship course. This will provide a transcription notation for your internship, as well as support, guidance and feedback to make the most of your internship experience.

GOUCHER INTERN FELLOWSHIP

- **The Goucher Intern Fellowship** 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 receive academic credit for their internship to be eligible.
- 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