



# Student Internship Guide



**Career Center**

University of North Carolina Wilmington

[www.uncw.edu/career](http://www.uncw.edu/career)

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# The Career Center



*Tiffany Evans – Communication Studies*

Dear UNCW Student,

It's a "catch-22." Employers want to hire individuals with experience, but you can't get experience without being hired. An Internship is a speedy way around this obstacle. Internships have become an essential piece of the educational experience for college students. To prepare for the professional world you immerse yourself in academic coursework and a variety of campus activities. An internship is another valuable component to your college education that adds value to your entire college experience, plus when you graduate, you have what most employers ask for. **EXPERIENCE.**

More and more employers recognize that student interns have a valuable perspective that enhances the workplace. This guide has been developed by the UNCW Career Center to respond to common questions from students about UNCW internships. Specific issues not answered in this guide may be directed to the UNCW Internship Coordinator by telephone or email:

910.962.3174  
thompsonk@uncw.edu

# Understanding THE BASICS



## Internship Definition

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. A Student may earn academic credit from UNCW. This work/learning arrangement is overseen by a faculty member designated from the academic department within your declared major. The work/learning experience is usually the length of a semester, may be part-time or full-time, paid or unpaid. A learning agenda in the form of specific learning objectives is established prior to the start of the internship. The internship also may include one or more forms of reflection integral to the experience to distinguish it from a volunteer position or job.

Should you choose not to earn academic credit for the internship experience, the Career Center recommends that you work with your Site Supervisor to assure appropriate learning goals are established and met upon completion of the internship experience.

***Approved by UNCW Provost/Vice Chancellor of Academic Affairs***

***(Edited for student guide)***

# The difference between an internship and a part-time job

Differentiating between an internship and a part-time job is important for you to consider before beginning an internship.

The following comparisons are helpful in making the determination.

INTERNSHIP	PART-TIME JOB
<ul style="list-style-type: none"> <li>Completed for possible options: credit/no credit; credit and pay; pay/no pay</li> </ul>	<ul style="list-style-type: none"> <li>Completed for monetary purposes</li> </ul>
<ul style="list-style-type: none"> <li>Learning objectives reflect the goals of the student, the outcomes expected by the employer, and the requirements of the Faculty Internship Supervisor (if for credit)</li> </ul>	<ul style="list-style-type: none"> <li>Learn tasks of job in order to complete the work adequately but not necessarily for personal gain</li> </ul>
<ul style="list-style-type: none"> <li>Projects or ongoing work that is purposeful and of a professional nature</li> </ul>	<ul style="list-style-type: none"> <li>Assigned work that needs to be completed, not necessarily professional in nature</li> </ul>
<ul style="list-style-type: none"> <li>Duration/Hours: typically part-time (10-20 hours/week) in a semester or a summer (2-3 months); occasionally extended into next semester or year</li> </ul>	<ul style="list-style-type: none"> <li>Duration/Hours: no specific start/end date or designated time frame</li> </ul>
<ul style="list-style-type: none"> <li>Supervisor serves as a mentor figure to aid the student in the learning process</li> </ul>	<ul style="list-style-type: none"> <li>Supervisor serves as an authority figure to whom the employee reports</li> </ul>
<ul style="list-style-type: none"> <li>Allows for learning of transferable skills that you do not yet possess.</li> </ul>	<ul style="list-style-type: none"> <li>Serves to fill a basic position within the place of employment</li> </ul>
<ul style="list-style-type: none"> <li>The opportunity to obtain "real world" experience in your field of interest and learn first-hand about companies, careers.</li> </ul>	

## Part-time/Full-time

## Internships

Typically, an internship taken during the fall or spring semester allows a student to intern 10-20 hours a week while taking classes. During the summer, however, many students will opt to intern full-time and forgo taking classes.

## For Credit or

## Not-for-Credit

Some academic departments at UNCW require internships and many others offer internships as elective credit within the major. It is important that you consult with the departmental Faculty Internship Supervisor to ensure that you are complying with the internship guidelines set by your department. A link to the specific departmental contact and minimum requirements is located at:

[UNCW Faculty Contacts](#)

## Paid/Unpaid

## Internships

Some internships are unpaid. Some corporations see gaining experience as payment enough. This is especially true if you have little or no practical experience in the industry. Some, however, do offer an hourly wage or a stipend. In evaluating your internship options, the quality of the opportunity should be the primary criterion.



Just another fun filled day at the aquarium holding my yellow bellied slider friend (turtle)! -Jordan Barlow-  
North Carolina Aquarium

## Top 5 reasons to intern

### 1. Test your career choices

An internship allows you to “try on” a career before making a long term commitment. It can help you discover if the career you’re considering is right (or wrong) for you.

### 2. Increase your marketability

Employers consistently rate internship experience as one of the top criteria used when selecting candidates. Employers look for students with education and experience.



### 3. Develop skills and apply knowledge

Apply theories and knowledge learned in the classroom to actual on-the-job experiences. Develop skills specific to your chosen industry and confidence in the skills you already possess.

### 4. Acquire job search skills

Create a professional resume, sharpen your interviewing skills, and practice interacting professionally. These skills are essential for finding a job or for applying to graduate school.

### 5. Build networking contacts

An internship is a great opportunity to build a network of contacts in your chosen career field. In addition, over half of all interns are hired by the organization where they interned!



## Getting AN INTERNSHIP

### When do I begin?

The entire process of finding an internship – from identifying potential employers, to applying, interviewing, and accepting a position - will likely take several months.

#### Consider an Internship Timeline

Typically, college students complete their internships during their junior or senior year, but few realize that they have to **plan ahead**. It is recommended that you begin the internship search process at least six months before you plan to intern.

Some industries have application deadlines many months prior to the intended start date. The earlier you start your search, the more opportunities you will find available.

Use this checklist as a general guide to locating an internship.

#### Freshman Year

Visit the Career Center located in the Fisher University Union.

Meet with a Career Counselor and possibly take a career assessment to select your major or career path

Explore UNCW's academic programs

Join a club or participate in campus activities

Create a résumé and cover letter

#### Sophomore Year

Meet with a Career Counselor to clarify your major and career options

Declare a major by the end of the academic year.

Schedule an informational interview or job shadow a professional working in a field that interests you.

Register with SeaWork, UNCW's online job board.

#### Junior Year

Determine the field, industry, and geographic region where you would consider interning.

Inform everyone in your personal network, including family, friends, neighbors, advisors, mentors, and faculty members, that you are seeking career-related experience.

Refine your cover letter and résumé.

Practice your job interviewing skills with Interview Stream in the Career Center.

Attend Career Center networking events where you will meet potential organizations offering internships.

Arrange for an informational interview within a career industry of interest, to learn more about the field, get an inside look at an organization you may want to work for, and identify potential contacts and opportunities.

Build your professional wardrobe.

Complete an internship.

## Senior Year

Begin your internship/ job search early – develop a prospective employer list and distribute your cover letter and résumé

Refine your job interviewing skills

Check out SeaWork and other online internship/job resources.

Intern possibly for a second time.



## SeaWork (Jobs and s) "Oceans of Opportunity"

SeaWork is The Career Center's new online and job posting system: a way for students and alumni to connect with employers for internships, and full-time and part-time jobs.

SeaWork is YOUR UNCW online connection to:

- Full-time, internship, part-time (on- and off-campus), and summer job listings
- On-campus interviews for full-time jobs and internships
- Electronic referrals to employers
- Electronic , cover letter, and transcript storage (self-managed credentials)
- Track your referrals
- RSVP for employer Information Sessions and Career Center events
- Track your appointments, events, and interview schedules

Register in SeaWork: [www.myseawork.com](http://www.myseawork.com)

### *Sydney Maxwell with Pauly Shore*

A few popular internships sites include:

[NC State Government Internships](#)

[Green Careers Center](#)

[Conservation Internships](#)

[Intern Abroad](#)

[Internship Series online \(Internships USA\)-](#)

This comprehensive source of internships and summer jobs for students. Over 2800 opportunities are listed. Click on Internship Series Online - *the username is work and the password is credit.*

[Internships.com](#)- Search for internships in this exclusive online database. You can search the information by your academic major, location of internships, and/or compensation. International internship opportunities also are listed. To access the site, select **UNCW** and enter our password: **seahawk**

[The Disney College Program](#)- The Disney College Program at the *Walt Disney World*® Resort is a one-of-a-kind, Disney-designed combination of education and work experience.

## Internship resources

A comprehensive list of internship locations can be found on the UNCW Career Center website:

<http://www.uncw.edu/stuaff/career/internshipsearch.htm>



# Applying for Internships

## Applying for Positions

- Record application deadlines and requirements, and establish a timeline for each organization.
- Apply for positions and companies of interest by sending application materials.
- Follow up with organizations via email or telephone no later than two weeks after applying.
- Create a job search notebook, both hard copy and electronic, and keep detailed notes on where you applied, whom you spoken to, when you sent your application, and when you followed up.
- Update your résumé to reflect new experiences, activities, and current coursework.
- Prepare for interviews by researching interviewing strategies and participating in a practice interview at the Career Center.

## Making a Decision

- Continue sending out application materials to positions and companies of interest.
- Continue contacting and following up with employers and organizations in your areas of interest.
- Stay in contact with your professional network and keep them informed of your job search.
- Work with the Career Center as needed to fine-tune the process and receive support.
- Evaluate positions and negotiate start dates when you receive an offer.
- The amount of time you have to accept or refuse an offer varies by company, industry, and start date.

- Send acceptance and refusal letters to the respective companies.
- Begin searching for housing options if the accepted internship or co-op position is not local.

## A note for international students

Looking for an internship as an international student has its own challenges. Many employers have concerns about working with international students because they're afraid there will be communication barriers and difficulties adapting to the company's environment.

Make sure you emphasize:

- Intercultural skills
- Your ability to speak another language
- Experiences you have had working in the U.S.
- Be able to verify your ability to work in the United States by having the proper documents available.

## Working Under F-1 Status

You can never accept unauthorized employment. See below for the types of employment that are possible while in F-1 Student status.

<http://www.uncw.edu/intprogs/documents/F-1EmploymentAuthorization.pdf>  
F1 work authorization

### J-1 work authorization

<http://www.uncw.edu/intprogs/documents/J-1EmploymentAuthorization.pdf>  
may include off campus work

## On Campus Employment

- Students are allowed to work on campus from the time they arrive in the USA in F-1 Student status to attend UNCW. On-campus employment does not require any written permission. On-campus work must be limited to 20 hours per week while classes are in session, but can be full-time during official breaks and vacations.
- The Career Center can let you know what jobs are available. Go to the Career Center located on the second floor of the Fisher University Union and check out the Student Intern Guide link located on the Career Center website- [www.uncw.edu/career](http://www.uncw.edu/career)
- Again, in all cases except for on-campus employment, be sure to obtain written authorization from the Department of Homeland Security or Information System Security first.

## Off Campus Employment

### 1. *International Organization Employable*

F-1 students may be eligible to work or intern for a recognized international organization. Students must obtain prior authorization from ISS and The U.S. Citizenship and Immigration Services (USCIS) before working for an international organization.

### 2. *Curricular Practical Training (CPT)*

CPT is work off-campus in your field of study, which is considered to be 'an integral part of an established curriculum'. A request for authorization for curricular practical training must be made to an advisor from the UNCW International Student Services. The objective of CPT is academic, not employment.

(All International Students must pick up a CPT Form from ISS except for Parsons. Parsons students must pick up the CPT Form from an Academic Advisor).

### 3. Optional Practical Training (OPT)

This type of employment must also be directly related to the student's field of study, but is limited to a maximum of 12 full months for each higher degree. Students usually use this type of employment after completing their programs of study, but some also do OPT before completing their program. In either situation, OPT is limited to a maximum of 12 months.

### Working Under J-1 Status

Employment authorization for J-1 International Students depends very much on their I-94 status while in the USA. You must obtain a formal written letter authorizing academic Training (employment) from your Responsible Officer.

Your Responsible Officer may be on campus at ISS or may be a representative of another sponsoring organization.

## UNCW internship course registration process

### Step 1

- Meet with your faculty advisor to determine your minimum qualifications for interning.

### Step 2

- Explore internship opportunities through resources offered by the UNCW Career Center and through faculty and other networking contacts.

### Step 3

- BEFORE you start working, complete the required paperwork for your major and schedule an appointment with the academic departmental faculty internship supervisor.

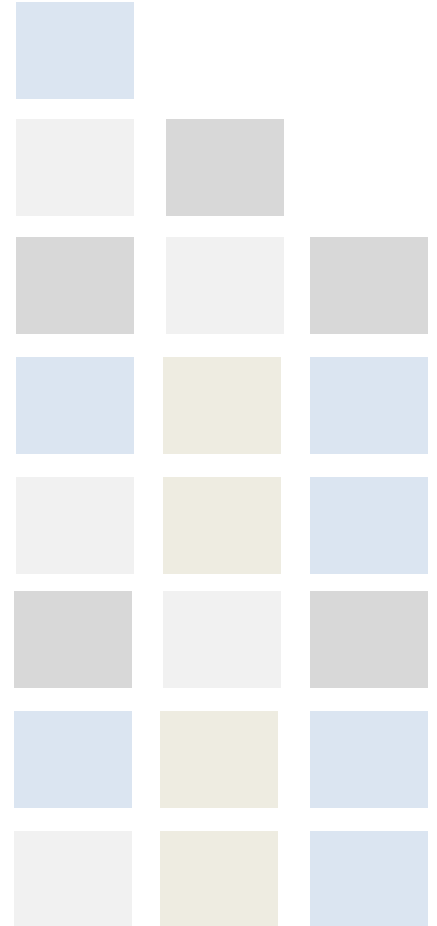
- Include the description of what you will learn over the duration of the internship, the supervisor's name, address, email and phone number at the potential internship site when you meet with the academic departmental faculty internship supervisor.

### Step 4

- Once approval is granted, register for the appropriate course, typically a 498 listing

### Step 5

- Begin working at your internship! Be sure to respond to **all** emails and calls from your employer and faculty supervisor.



Leland Piner ....Communication Studies major

## Legal implications related to internships

All UNCW students participating in an internship for academic credit must have liability insurance. Students in the College of Arts and Sciences as well as the Cameron School of Business are automatically charged for liability insurance when they register for a course number of 498. Students in the School of Nursing or the Watson School of Education are required to enroll in liability programs in their respective schools but are allowed to enroll in this program in addition to the program in their school.

## U.S. Government statement on distinguishing paid or unpaid internships

**An unpaid internship in a for-profit company is considered legitimate by the U.S. Department of Labor (DOL) if it meets all of the following six criteria.** *May 2010*

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship is for the benefit of the intern;

3. The intern does not displace regular employees, but works under the close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Upon course registration for a 498 internship, the renewal rate per student per semester is \$15.75.  
Policy Term 8/15/10 through 8/15/11

Administered by: North Carolina Association of Insurance Agents  
PO Box 1165  
Cary, NC 27512  
Phone: (919) 863.6522 or (888) 275.890C

If you have a claim, or are sued or threatened with a lawsuit, report the claim immediately to: **Lisa Weatherly, CISR, CPIW Account Manager, lweatherly@iianc.com** at the address listed above.

coverage is provided by:  
**Montgomery Insurance Company**

### CLAIMS

If you have a claim, you are threatened with a lawsuit or you are sued, report the incident immediately to: EH&S – Pamela Elliott, 910-962-2950 and Montgomery Insurance Company 910-781-0200

**Policy Number: GL 8307690**

The University Student Intern Program provides coverage for an insured party that becomes legally liable to pay damages because of property damage, bodily injury or personal injury incurred as a direct result of their participation in an university internship program to which the policy applies. This insurance also will pay those sums, to which an insured party becomes legally obligated because of any act, error or omission in the rendering or failure to render professional services in conjunction with an internship. This program also includes a medical benefit to participants.

### **Who is an Insured Party?**

This program can cover students of participating universities in the NC university system who are engaged in paid or unpaid internships. These internships must be sponsored, authorized or approved by the participating university, and the student must be included in a list of covered students on file with the company.



## Frequently asked questions about an internship

QUESTION?	CREDIT INTERNSHIP	NON-CREDIT INTERNSHIP
<b>How long is the experience?</b>	During the academic year. About 12 to 14 weeks or the length of the semester. In the summer: Three to four months.	The length of an experience may vary. Generally, the experience will last several months, though length is up to the discretion of the supervisor.
<b>May I take a full academic class load?</b>	<b>Yes.</b> Credit internships can be done concurrently during the semester or over the summer.	<b>Yes.</b> Non-credit internships are done concurrently during the semester or the summer.
<b>Will I get academic credit?</b>	Credit varies for each academic program. See the department Faculty Internship Supervisor for specific information.	<b>No.</b>
<b>Can I get academic credit if I do not have a major?</b>	<b>No.</b>	<b>No.</b>
<b>Will this experience be documented on my transcript?</b>	<b>Yes.</b> A satisfactory/Unsatisfactory will be listed on your transcript in accordance with the rules governing credit internships for your major	<b>No.</b> The experience can be listed on your résumé.
<b>When do I begin the application process?</b>	It is recommended that you give yourself at least six months of preparation time. Summer internships are more competitive, and application deadlines may be as early as October.	It is recommended that you give yourself as much time as possible. Summer internships are more competitive, and application deadlines may be as early as October.
<b>Do I have to speak to someone at UNCW in order to participate?</b>	<b>Yes.</b> You should check the eligibility requirements for your major located in the Student Internship Guidebook and if you qualify visit the departments' internship program contact BEFORE beginning the search.	<b>No.</b> It is recommended that you schedule a meeting with a staff member of the UNCW Career Center about making the most of the opportunity.
<b>Do I need to complete paperwork for UNCW?</b>	<b>Yes.</b> You will need to complete the online permission to enroll paperwork and possibly provide additional information to qualify the organization where you intern. See your departments' internship program contact for details.	<b>No.</b> Some employers may have forms for you or the university to sign.
<b>Is there a UNCW fee for me to participate?</b>	<b>Yes.</b> The number of credits you receive for the internship determines the costs. If completed during the semester, the cost will likely be absorbed into your full-time tuition. A small fee for liability insurance coverage may also be assessed.	<b>No.</b> Non-credit internships incur no fees as there is no academic credit.
<b>May I participate in more than one?</b>	It depends on your specific departments academic requirements. Visit with departments' internship contact to determine the best option.	<b>Yes.</b>
<b>May I participate in an opportunity outside the US?</b>	<b>Yes.</b> Depending upon your major requirements, this may be an option. Plan a year in advance if you plan an internship abroad.	<b>Yes.</b>

# Maximizing THE INTERNSHIP EXPERIENCE

## Suggestions for success in your internship

### Set realistic goals and expectations

Meet with your supervisor to discuss your work plan. What specific skills and competencies do you need to acquire and demonstrate? What is the time frame? What training is available? Monitor your progress and arrange to meet with your supervisor regularly. Share your career interests and ideas. Communicate concerns early.

### Maintain a “can do” attitude

Show your eagerness to learn new things by welcoming new assignments. Understand all positions engage in a wide range of activities ... some that catch your eye while others do not. Tackle all assignments and projects with enthusiasm. Seek additional projects when appropriate.

### Perform to the best of your ability

Be sure you understand the assignment and its deadline before you begin. If you need assistance, ask. Check your work before submitting it to your supervisor. Ask for feedback.

### Be respectful of colleagues

You are the new person in the office and you can learn from every colleague, regardless of rank. Show all of your colleagues that you value their opinion and experience.

### Support the team

Your ability to work well with others is key to your success. The team’s goals are your goals. Understand how your work fits into theirs.

### Understand the unwritten rules

As a new employee, you will absorb a tremendous amount of information. Observe. What is appropriate attire? What are expected hours? How do things get done? How do colleagues interact with one another? Are there office politics to steer away from?

### Be flexible

You may be near the end of a project when you are asked to start a new one. Be aware that priorities in an organization change. Your willingness and ability to switch gears easily is required for your success. Your supervisor will help you to prioritize your assignments.

### Identify a mentor

A mentor may be assigned to you or you may need to identify your own. This is often a more senior, respected professional in your field who would like to take a personal interest in your career development. With your mentor, you will feel free to ask advice about your career decisions.

### Document your success

Record assignments, projects, and achievements. Keep copies of evaluations and samples of your work. Ask for letters of recommendation. Keep these handy for future career conversations.



## Seek answers to the following questions during the internship

Suggested Questions:

How would you describe a typical day?	Where do you expect to be in 5 to 10 years in your career?
What are the frustrations that individuals face in the job?	What are the greatest challenges about working here?
What educational and career requirements are necessary for this work?	What suggestions can you give a college student who is interested in this field as a career?
What are the pros/cons about working here?	
What training opportunities are available in an entry level job?	Who else should I contact to learn more about career paths related to this industry?

How do most people get into this field?	Why do people leave the field?
What is the best educational preparation?	Is it necessary to change companies in order to advance?
What are the personal attributes that are essential for success in this field?	How many hours a week do staff work on average?
How much travel is required for the work?	Which professional journals, organizations, or websites are recommended?
What can I do to expand my experiences to fit in this career area?	What do you wish you had known before choosing your career path?

These questions are only suggestions; there are many other questions you could ask, so feel free to come up with your own.

## STUDENT EVALUATION OF THE INTERNSHIP EXPERIENCE *Example*

### Student Evaluation Form

Student Name: \_\_\_\_\_ Faculty Internship Supervisor: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Please take this evaluation seriously, as is an assessment of not only your performance, but also your work site. It will be used to determine the value of your work experience for future internship and co-op students. Check the box which best describes your experience.

<b>Self Evaluation</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
I was dependable and reliable at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I arrived at work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was receptive to learning new things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was accepting and responsive to feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I conducted myself in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I worked to my highest potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I displayed a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I took initiative in my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was friendly and courteous with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I contributed to the team effort (when possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Evaluation of Work Site</b>					
My supervisor was available to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers were helpful and supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt prepared for this position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My duties here increased my knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My duties here were relevant to my major

My duties matched the original job description

**Do you agree with your supervisor's evaluation of you?**

- *Strongly Agree, Agree, Disagree, Strongly Disagree*

**Would you recommend this work site to another student?** \_\_\_\_\_

**Comments:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Keys to developing a professional reputation



As an intern, you are expected to behave in a specific manner and take advantage of the numerous resources and opportunities provided. In order to accomplish your learning objectives and develop a professional reputation, keep the following points in mind:



**Understand and respect company policies.** Be aware of and respect company policies about when and where you can use personal devices. Until you are clear about the rules, turn off your cell phone and music, and use the Internet only as allowed.

**Define your goals.** You may be invited to attend staff meetings, decision-making discussions, client negotiations, or other gatherings. Clarify your role prior to going to these meetings so you behave in the expected manner.

**Ask questions and request feedback.** Don't hesitate to ask questions if you need clarification. Meet regularly with your supervisor for feedback about your efforts, to

learn more about the company, and learn more about his or her opinion.

**Attend events.** When invited to company-sponsored events, it is in your best interest to attend and behave in a professional manner. If you choose to go out after work with other interns or full-time staff, use discretion and common sense.

**Display a positive attitude.** You could be asked to complete a task you do not like. Avoid expressing your frustration, speaking negatively about other employees, or bragging about your weekend activities. You may be rewarded for your positive attitude with more responsibility.

**Wear professional attire.** Dressing for the culture where you work sends a strong and appropriate message of respect to the position and organization. Check with your supervisor before your first day about dress codes and dress accordingly.

# Successful Practices

## KEY POINTS

- Maintain an open channel of communication with formal and informal meetings
- Keep busy and directed towards your learning objectives.
- Ask for opportunities to increase responsibility
- Build your professionalism by developing human relations skills, decision-making abilities and managing office politics
- Look for role models and a possible mentor
- Develop connections to support future networking opportunities



# Resources and Acknowledgements

National member organizations can offer excellent assistance. The following organizations and individuals have provided valuable assistance in the development of this employer guide:

**National Association of Colleges and Employers (NACE)**

62 Highland Avenue  
Bethlehem, PA 18017-9085  
800.544.5272  
[www.naceweb.org](http://www.naceweb.org)

**Cooperative Education and Internship Association (CEIA)**

16 Santa Ana Place  
Walnut Creek, CA 94598  
800.824.0449  
[www.ceiainc.org](http://www.ceiainc.org)

**National Society for Experiential Education (NSEE)**

515 King Street, Suite 420  
Alexandria, VA 22314  
703.706.9552  
[www.nsee.org](http://www.nsee.org)

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16 Crowninshield Road  
Brookline, MA 02446  
617.566.1574  
[www.mosaiceyepublishing.com](http://www.mosaiceyepublishing.com)

**Bottner, Richard, Intern Bridge Inc. *Total Internship Management***

136R Main Street, Suite 3  
Acton, MA 01720  
800.531.6091  
[www.internbridge.com](http://www.internbridge.com)

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