Internship-For-Credit Info Session

What You Need to Know
Who Am I?

- **Career Advisor***
  - Human Development & Family Studies
  - Community & Nonprofit Leadership
    * Assist with exploration of possible internship sites (and much more!)

- **Internship Coordinator**
  - Help with “pre-approval” of internships
  - Assist with internship verification form
  - Grant approval to add internship course to your schedule

*Alicia Hazen* is the career advisor for Interior Architecture & Textiles & Fashion Design

*Danielle Croegaert* is the career advisor for Retailing & Consumer Behavior

*Lindsay Peters* is the career advisor for Personal Finance
What is an Internship in SoHE?

- Professional learning experience for which students may receive academic credit

- To count for credit, an internship must:
  - Be educational in nature
  - Directly relate to a student’s major and career goals
  - Be approved by the Student Academic Affairs & Career Development Office (criteria to follow)
  - Be done at same time as the 3-credit internship course in your major

- Doesn’t necessarily need to be called an “internship” to count
Eligibility

- SoHE student with at least junior standing (54+ credits completed)
- Must complete a minimum of 150 hours at internship site
- Work must be completed at the time you are enrolled in the internship course
- Must have an on-site supervisor
- Clerical work or sales duties must be limited to 25% or less
- Must have a strong focus on training, learning, and development (not “just a job”)
How to Find an Internship

Utilize professional search websites!

LOCAL
- BuckyNet: [https://sohe-wisc-csm.symplicity.com/students/](https://sohe-wisc-csm.symplicity.com/students/)
- Job Center of Wisconsin: [https://jobcenterofwisconsin.com/](https://jobcenterofwisconsin.com/)

NATIONAL
- [www.indeed.com](http://www.indeed.com) (national search website)
- [www.idealist.org](http://www.idealist.org) and [www.volunteeryourtime.org](http://www.volunteeryourtime.org) (for nonprofits)
- [www.internships.com](http://www.internships.com); [www.looksharp.com](http://www.looksharp.com) (internships & entry-level jobs)
How To Find an Internship (cont.)

- Meet with a career advisor and/or faculty member(s) to discuss interests & ideas
- Research past / current internship sites
- Weekly Career & Leadership Digest email
- Career Guides – includes job search resources & sample application materials
- Reach out to organizations of interest and inquire
- Use your network!
Timeline

- Begin searching at least a couple months prior to desired start date (timeline varies based on industry)
  - **Example:** Large retail & finance companies often recruit in fall for the following summer’s interns
  - **Example:** Small nonprofits may not start looking until a month or two before the internship would begin

- Do internship in junior or senior year – avoid last semester
Timeline (cont.)

- Can do internship in fall, spring, or summer
  - NOTE: Summer enrollment = summer tuition

- Verification paperwork due 1 week prior to start of term in which you pursue credit
  - Spring 2018 Deadline: January 16, 2018
  - Summer 2018 Deadline: June 11, 2018

- Enroll once internship is approved
  - Do not need internship secured by class registration time
Verification Paperwork

- Online form – [find here](#)
  - Agree to terms on first page – share with supervisor

- Info about you (i.e., major, # of credits completed, etc.)

- Info about internship site (i.e., title, supervisor info, etc.)

- Questions about why you chose the experience

- Position description and offer letter
SoHE Student Academic Affairs and Career Development Office

- **Hours**
  - Monday – Friday
  - 9:00am – 4:00pm

- **Location**
  - 1194 Nancy Nicholas Hall
  - Fetzer Center for Student Excellence
  - (608) 262-2608
  - (Lindsay Peters & Danielle Croegaert have offices on 4th floor of NNH)

- Academic Advisors: fitting internship into overall academic plan
- Career Advisors: identifying opportunities, working on application materials, etc.