

# **An Overview of the Internship Program @ Gonzaga**

***"Nothing ever becomes real till it is experienced."***

**--John Keats**

## **WHAT IS AN INTERNSHIP?**

Internships are meaningful work experiences that are related to your academic and or career interests. An internship is distinguished from other work experiences because it is directly related to your program of study and has clearly defined learning objectives. Successful internships are planned, structured, supervised experiences that allow you to gain experience and skills that will help you to decide upon and secure employment in your desired field.

## **WHY IS AN INTERNSHIP A NECESSARY COMPONENT OF YOUR COLLEGE EDUCATION?**

- Allows you to make more informed career decisions
- Allows you to combine your academic studies with hands-on experience in a career-related field
- Allows you to acquire relevant work experience and to build the necessary relationships to secure permanent employment

## ***INTERNSHIP FACTS & FIGURES...***

- *On average, responding employers reported that, among their college hires, over three in five hires had internship experience (61.9 percent)*
- *Nearly 80 percent of the employers reported higher retention among college hires who had internship experience*

- *Nearly 65 percent of employers pay new hires with experiential education an average of 8.9 percent more that they would have offered a college graduate without that experience*

--(NACE)

## **I'M A \_\_\_\_\_ MAJOR: HOW CAN THE CAREER CENTER HELP ME FIND AN INTERNSHIP?**

Through offering you individualized advising, meaningful workshop opportunities, relevant resource materials, and by connecting you to a virtual world of employers...

## **WHAT IS THE BEST TIME IN YOUR COLLEGE CAREER TO PURSUE AN INTERNSHIP?**

Internships are most applicable once you have started your core course work (junior year), however even freshmen year is a good time to start investigating internship opportunities. Attend the "Career Center Orientation" and pick up a copy of the "4-Year Career Plan" so you can chart your career development path for each of your academic years at Gonzaga.

## **WHEN IS THE BEST TIME OF THE ACADEMIC YEAR TO START LOOKING FOR AN INTERNSHIP?**

It is good to start looking early in order to secure the best possible experience. It is always a good idea to begin in the semester before your anticipated start date.

Some internship programs have deadlines as early as November, while summer internships should be applied for in the winter.

## **WHAT?—YOU’VE WAITED UNTIL THE LAST MINUTE...**

Many employers continue to post internship opportunities continually throughout the academic year and into the summer. Make sure you have a Job Agent set up, update your information and keep checking on ZagTrax...

## **HOW CAN I GET THE MOST OUT OF MY INTERNSHIP?**

Reflection is a vital component of a meaningful internship experience. It is required to keep a daily log or journal of your observations and reflections from your worksite.

*"Raw experience leads to learning only when it is processed and organized in a structured way."*

*-- D.A. Kolb*

## **TOP TEN TIPS FOR BECOMING A SUCCESSFUL INTERN...**

- Exhibit a can-do attitude—go the extra mile!
- Learn the unwritten rules
- Take your assignments seriously--don't be afraid to ask questions
- Meet deadlines
- Set realistic goals & expectations
- Communicate effectively & respectfully and be open to learning from people whose backgrounds are different from yours
- Be flexible
- Be a team player

- Seek out a mentor relationship with a supervisor or co-worker
- Have fun!

(Adapted from "How to make the most" the work of Linda Melkonian, Director of the Cooperative Education program at San Jose State University.)

## **LIST OF THE REQUIRED FORMS & EXPERIENCES TO SUCCESSFULLY COMPLETE YOUR GONZAGA INTERNSHIP:**

- ✓ Finding the Right Fit
- ✓ Learning Contract
- ✓ Waiver and Release Liability Agreement
- ✓ Reflection Log or Journal
- ✓ Mid-Term Evaluation (by student)
- ✓ Final Evaluation (by student)
- ✓ Evaluation (by employer)
- ✓ Internship Reflection Forum

## ***MAKE USE OF OTHER CAREER DEVELOPMENT SERVICES THAT ARE OFFERED ON THE GONZAGA CAMPUS...***

- GAMP (Gonzaga Alumni Mentoring Program--323-4048)
- CCASL (Center For Community Actions & Service--323-6824)
- Counseling & Career Assessment Center--323-4054
- Student Employment--323-6588
- Ferguson's Career Guidance Center (access through the "Document Library" of ZagTrax )