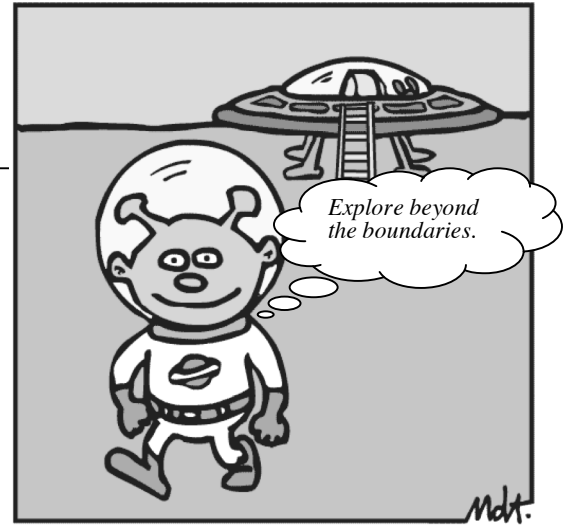


INTERNSHIPS

Hampshire College Career Options Resource Center

An internship is an ideal way to explore the practical, tangible aspects of an area of interest, as you get to work with people who share your interest. An internship can increase your knowledge and skills; advance your personal growth; enhance your academic work; and inform your ideas about what to pursue after graduation. Internships usually make you more competitive as you apply for graduate programs or jobs.

Finding an internship is similar to finding a job. You contact potential sponsors (employers), submit applications, and sometimes interview. The planning process described below applies whether you are considering an internship for the summer, fall or spring semester, or Jan Term. CORC can help with your internship planning – attend CORC workshops, visit the CORC web pages, and meet with a CORC career counselor to discuss your thoughts.



Clarify Your Goals

Be clear about what you hope to gain from your internship. There are many possible goals:

- Increase your knowledge and develop specific skills in your field of interest
- Take a break from academic study to learn by practical application, in a new setting
- Have an experience that becomes a significant part of your Division II or Division III
- Try working in a field that you might consider as a career
- Earn money as well as gain experience

Stuck for ideas? Jump-start your thought process by meeting with a CORC career counselor, exploring the CORC library and checking out CORC's web site (<http://corc.hampshire.edu>).

If earning money is a goal, you are more likely to find internships that offer a salary or stipend in certain fields such as business or science.

To ensure that you meet your academic goals, clarify with your internship sponsor what your work will involve and confirm that your faculty committee understands and approves the internship.

Identify Potential Internship Sponsors

There are two basic ways to think about finding an internship sponsor:

- Find an established internship
- Identify a person or organization doing work that interests you and propose an internship

You may use any of the methods below to either find an established internship, or identify a person/ organization that might be willing to consider your internship proposal.

PERSONAL CONTACTS

Spread the word that you're looking for an internship!

- **Your own community:** Try connections such as friends or professional associates of family members; parents and other relatives of your Hampshire classmates; high school teachers; and anyone else you can think of.
- **Faculty/ Staff:** Talk to Hampshire and Five College faculty and staff about your interests and ask if they have any ideas, leads or contacts for you. Ask about what sorts of internships students with similar interests have done in the past.
- **Former work, volunteer, or internship contacts:** Discuss your search with former supervisors or coworkers and ask for suggestions, or maybe referrals to similar organizations. Consider working at the same site, either in a different department or with new responsibilities.

- **Hampshire alumni:** Lists of Hampshire alumni are available in the CORC library, sorted by type of work and geographic location. People on these lists may be a great source of information and advice. For example, you could ask what it was like for them to intern or get a job in their field. You might also ask for suggestions on how and where to look for internships in their field, or near where they live; advice on how to gain direct experience in their field; and names of other people (not necessarily alumni) who might also be willing to speak with you.

CORC INTERSHIPSEEKERS LISTSERV

CORC constantly receives announcements about internships. The best way to let you know about these opportunities is through our InternshipSeekers email listserv, where we also post the most interesting internships we find through Internet research. To subscribe to the InternshipSeekers listserv, go to <http://corc.hampshire.edu> and click on for students / resources / listservs.

THE WEB

There are many useful web sites listing thousands of advertised internships. A few worth noting are:

- **Internships.com:** CORC subscribes to this site, a large, comprehensive database of internships in a wide variety of fields. You'll need a password: go to <http://corc.hampshire.edu> and click on for students / resources / career & internship links
- **Idealist.org:** This is a free web source for nonprofit internships, volunteer opportunities, jobs and much more.
- **Environment/Conservation:** Orion Grassroots Network (www.oriononline.org/pages/ogn/ics.cfm)
- **Journalism:** journalismjobs.com
- **Film/TV/Entertainment:** entertainmentcareers.net
- **Publishing:** www.bookjobs.com
- **Science Research:** National Science Foundation Research Experiences for Undergraduates (REU) at www.nsf.gov/crssprgm/reu/reu_search.cfm
- **Other sites and searches:** Check out the Hampshire CORC web pages for other useful links. We chose sites that seemed especially helpful in specific career areas and always welcome suggestions for additional links.

COMMUNITY PARTNERSHIPS FOR SOCIAL CHANGE (CPSC)

CPSC (Franklin Patterson Hall basement, G-1) offers local, community-based internship and research opportunities, training seminars, and various resources to strengthen students' social justice organizing skills. Students are encouraged to meet with CPSC staff for advice about making community work a central component of their Divisional work.

FIVE COLLEGE JOB FAIRS & EMPLOYER INFORMATION SESSIONS

These events offer the opportunity to talk with representatives from hundreds of businesses and nonprofit organizations. For more information, go to <http://corc.hampshire.edu> and click on for students / resources / calendar of events / five college information sessions.

Research Potential Sponsors

Once you have an organization in mind, find out all you can about it. The information in internship postings is often minimal. Find the organization's web site and learn about its philosophy, mission, work, target population, services, etc., to get a sense of what you can offer and what you can learn. You might find additional internships listed on the web site, or you might get some ideas for an internship proposal of your own. The information you gather will help you write a stronger, more customized resume and cover letter, and speak more knowledgeably in an interview.

Prepare Application Materials

Typically, internship sponsors require some or all of the following application materials: resume, cover letter, personal statement, application form, transcript/ course evaluations, and references. Your resume and cover letter or personal statement should give prospective sponsors an overview of your relevant experience, academic work, community service activities and potential career plans. They'll want to know:

- **what you have to offer them** (experience, pertinent coursework, skills, dedication)
- **what attracts you to their line of work** (interests, values, career goals)
- **what you hope to learn** from the internship experience

Preparing a resume is a great exercise in analyzing and articulating your qualifications. Drafting a cover letter or personal statement with a particular internship in mind is also valuable. You will tailor your draft for different applications, but if you're applying for similar types of internships you should be able to reuse language from your initial draft.

CORC counselors offer guidance and information about writing your resume, cover letter, personal statement, etc.

Contact Sponsors and Apply

Start early! Internship deadlines can be as early as November for the following summer.

STEP 1 - INITIAL CONTACT

Call, email or write a letter to the sponsor. If you use email, approach it as if you were writing a letter; use complete sentences, good grammar and accurate spelling and punctuation. A phone call or email might be the quickest way to:

- Find out if the internship is still available
- Find out or confirm the name of the contact person
- Clear up questions you have about the internship and application process
- Ask about other internship possibilities with the same organization
- Schedule a telephone or in-person meeting with the contact person

When you call to schedule a meeting, the contact person might want to interview you at right at that moment! So be prepared to discuss your questions or proposal.

Proposing an Internship

If there is no established internship program and you want to propose an internship, but you don't have the name of a contact person, your first goal is to find one.

- Obtain the name, title and telephone number of the person most likely to be selecting or supervising interns, for example, a department manager, the president of a small company, the director of a not-for-profit agency, an internship or volunteer coordinator. Look for this information on the organization's web page, or call/ email and ask.
- Call, email, or write a letter asking if the contact person would be willing to talk about your interest in his/ her organization, and your ideas about an internship. Say that you will follow up and hope to schedule a meeting.

STEP 2 - PRE-APPLICATION MEETING

If you are applying for an established, clearly described internship, this step may not be relevant. Two reasons why you might want to meet with your potential sponsor before applying: to clarify details about an established internship, or to propose an internship.

Proposing an Internship

Having done your research about the organization's mission and work, think about what you'd like to be doing and what would serve the organization, and suggest responsibilities.

- Propose that you assist with on-going projects, take on a special project, move forward a project that has been stalled because of lack of staff, help out with routine tasks, or "shadow" staff as they work.
- Design a special project. Include as much detail as possible, and describe how your project could help the organization as well as further your goals.
- Have a clear proposal in mind. If you are meeting in person, bring a written proposal.
- You and your sponsor should decide in advance what your specific responsibilities will be. We recommend that you write up the details in an "Internship Agreement" that will help you, your sponsor and your faculty advisor/ committee members completely understand the expectations.

STEP 3 - APPLICATION

Finalize the application materials required by your internship sponsor.

- **Resume, cover letter, and/ or personal statement:** For assistance, CORC offers how-to guides, books, workshops and individual guidance.

- **Application form:** CORC counselors can help with your questions.
- **Transcript/ course evaluations:** If the sponsor requires an official transcript, contact Central Records early in the process. You can obtain an unofficial transcript and course evaluations from the Hub.
- **References:** Ask faculty or job supervisors if you can use them as references and be sure to give them plenty of time if they need to write a letter.

STEP 4 - FOLLOW UP

Unless you are specifically asked not to, always follow up on applications and inquiries with either a phone call, email, or second letter. Organizations often receive many applications and may be slow to respond. Being politely assertive may make the difference between landing an internship and not getting one. **When following up with a phone call, be prepared for the conversation to turn into an interview.** Be ready to answer questions about your career goals, your interest in the organization, what you have to offer, and so on.

STEP 5 - INTERVIEW

An interview may be required; a CORC counselor can help you prepare.

STEP 6 - THANK YOU LETTER

Always send a thank you letter after speaking with a potential internship sponsor. Mention something specific that you gained from the conversation, for example, more detailed information, new knowledge, better understanding, increased interest - or an actual internship offer.

STEP 7 - EVALUATE OFFERS

Before accepting an internship, make sure you have enough information about what your responsibilities will be, with whom you'll be working, how you'll be supervised, etc. Ask all your questions up front, to be clear that this is a good opportunity for you. You may want to seek the opinion of your faculty advisor/ committee members.

STEP 8 - FOLLOW UP AGAIN

Once you have accepted a position, contact (phone, email or letter) the other organizations that were considering your application to let them know. You might say that you appreciated their consideration and hope to possibly work with them in the future.

Funding and Housing

FUNDING

Some positions offer a reasonable hourly wage, and you may search for paid internships online or in the internship directories at the CORC library. Others offer a small stipend, or housing. Many internships are part-time, allowing you to also earn money at a part-time job. You might volunteer as an intern for Jan Term, sacrificing just a month of earnings in exchange for a unique experience. In some cases, your family may be able to support you for one summer during your college years so that you can do a really exceptional internship.

Hampshire sometimes has grants available for particular types of internship programs. For information on Hampshire sources of funding, go to <http://corc.hampshire.edu> and click on for students / resources / fellowships, grants, scholarships.

HOUSING

Although some internships provide housing, most do not. If housing is not included, consider an internship in a location where you can live at home or with friends or relatives. Colleges and universities sometimes rent out dormitory rooms in the summer, or even year-round. Craigslist (www.craigslist.org) is a useful web resource for housing. Also, check the CORC web site for links to information about internship funding and housing (go to <http://corc.hampshire.edu> and click on for students / internships).