



CAREER SERVICES

Internships

Experiential Education

Experiential Education

Is the process of actively engaging students in an experience that will have real consequences. Students make discoveries and experiment with knowledge themselves instead of hearing or reading about the experiences of others.

Benefits

- Clarify and Fine Tune Career Goals
- Apply classroom experience to a specific career field
- Gaining work experience in your chosen field "try out" a career before committing to it
- Learning about a particular industry
- Practicing interviewing skills and going through the hiring process

Types of Experiential Education

Internship

A short-term experiential work opportunity that allows you to build professional skills and contacts while involving you in substantive organizational responsibilities. It's often referred to as a summer job or a summer opportunity.

Externship

Shadowing, mentoring, and externships are synonymous terms for short-term exposure (1-10 days) to a particular career environment and professional who has volunteered to share career information with you.

Cooperative Education (Co-op)

A structured method of instruction whereby students alternate or coordinate their high school or post-secondary studies with a job in a field related to their academic or occupa-

SEARCH INTERNSHIPS: <https://nccu-csm.symplicity.com/students/>

TimeLine

November

- Begin internship search by researching companies and programs of interest
- Request recommendations, if necessary from faculty or employers

December-January

- Apply to the internship by the program deadline

February

- Interview for the internship
- Follow-up with employers

March

- Expect to hear decisions about your selection and contact Career Services to once selection has been confirmed

Note: This is a suggested timeline. You may wish to start the process early.

Application Materials

Application materials may include:

- ◆ Resume & Cover Letter
- ◆ Essay or Knowledge Assessment
- ◆ Official Transcripts
- ◆ Passport
- ◆ Letter of Recommendation
- ◆ Immunization Records
- ◆ Housing Validation or Application



- Use your experience for academic service learning (Community Service)
- Experience=PRICELESS

Things to Consider

Consider and Observe

- What are your career goals?
- Why are you interested in the field?
- What would you like to learn or accomplish?
- What specialization within the field or departments within the organization would you like to investigate?
- What job titles do you want to explore?

Developing Internship Goals

- Why are you pursuing this particular experience as opposed to another approach?
- What do you plan to learn or be able to academically, professionally, and personally.
- What steps will you take to accomplish your goals?

During the Internships

- Understand what is expected of you.
- Be punctual and dependable
- Show initiative, be courteous and interested
- Have regular meetings with supervisor(s)
- Keep sample of your projects
- Keep up with contact information and business cards of people you meet. (NETWORKING)
- Be professional and Dress Professionally
- Find a Mentor (NETWORK)
- Keep a journal of your experience
- LEARN & ENJOY YOURSELF

After the Internship

- Reflect on your experience (Positive and Negative Elements)
- Review your objective and assess productivity
- Identify skills to add to resume
- Send thank you notes to everyone you worked with