

STEPS TO ATTAINING CREDIT FOR INTERNSHIP SCHOOL OF SOCIAL SCIENCES

STEP ONE: LOOK AT YOURSELF

Analyze your skills and interests; examine academic and career goals. What kind of experience do you want? What are your educational, career, and personal goals? What kind of organization interests you? Work environment? Contribution? Define your limits and a timetable for internships (what days, geographical limitations, etc.).

STEP TWO: SEEK AND FIND SITES

Gather information from the Social Sciences Academic Resource Center, Career Center, directories, guides, internet, and other places. It is a requirement that you select your internship a quarter prior to interning. It is highly advised that you allocate 5 weeks for this very time-consuming process. Selecting an internship does not happen over night.

STEP THREE: NARROW DOWN YOUR CHOICES

Narrow down the organizations you want to pursue (approximately 5-7), making eliminations based on organizations' requirements and your own personal considerations.

STEP FOUR: MAKE FIRST CONTACT

Contact your choices for more information about what they do, the internship program, admission requirements, and procedures. Specific details needed for internship approval include: position title, name of agency, major responsibilities, skills, training required, time commitment, and educational gains.

Make the first contact by email in the early morning (approximately 8-8:30am). Send your cover letter (attached or substituted for your email body), and attach your resume (preferable in PDF format).

Next, contact the site supervisor by phone a half-day later (no later than a full day). Introduce yourself, mentioning the following two points: 1. Your calling to follow-up on the email you sent earlier regarding the internship position, and 2. Your calling to confirm that your resume is accessible. Be sure to practice your delivery and voice prior to calling so that your sentences sound fluid and grammatically correct. Avoid informal interjections, such as "um", "like", and "you know."

STEP FIVE: CHOOSE YOUR TARGET

Target a manageable number of organizations, make further inquiries, plan resumes, arrange interviews or visits, and continue to research and eliminate choices based on organizations' capacities to provide you with experience you desire.

STEP SIX: MAKE YOUR FINAL DECISION

Make your final decision and choose one agency/company for your internship.

STEP SEVEN: GET INTERNSHIP APPROVED FOR ACADEMIC CREDIT

(APPLICATIONS IN SSARC, 370 SST)

Provide the Experiential Learning Director with an outline of duties and responsibilities. Follow the list provided above or refer to the Social Sciences Internship Worksheet. Please note that no credit will be granted for internship completed prior to approval. Learn about the responsibilities and expectations for the quarter by attending a workshop on Experiential Learning offered by the Social Sciences Academic Resource Center (SSARC).

STEP EIGHT: CONCLUDE THE INTERNSHIP APPLICATION PROCEDURE

Once the School of Social Sciences approves the site and criteria, apply for the internship. Be sure to follow up with the agency, providing them a copy of the Social Sciences Internship Worksheet Application. Expectations should be clearly discussed between student and supervisor.

STEP NINE: FINALIZE PERSONAL ARRANGEMENTS

Confirm your work hours and schedule your classes and other time commitments accordingly.

STEP TEN: BEGIN THE INTERNSHIP NEXT QUARTER

Begin the internship at the approved site at the beginning of the following quarter.