

START YOUR CAREER WITH A VALUABLE INTERNSHIP



Students and employers both know the true value of an internship in today's world.

The common expectation from most of the employers is to hire students with prior experience. The internship, therefore, carries great significance.

An internship enables college students to learn about the working environment. During their internship, they can gain first-hand experience.

Students learn about their values and choices during an internship. They get time to choose a career and their work performance. On the other hand, organizations and startups take advantage of hiring interns too. They get a chance to expand their database, meet new talent, and train them to serve their companies. In many cases, the suitable and most trained candidate gets a job offer from the same company, thus developing an internship into a proper job.

10 Advantages of an Internship:

- Gain professional work experience with the help of experts in a chosen career
- Improve and enhance your skills while learning the practical work
- Learn new and soft skills such as communication and time management
- Recognize strengths and weakness
- Build confidence by handling challenges
- Learn roles and responsibilities in a specific field of work
- Develop networking skills
- Expand student's networking circle including mentors and references
- Improve industry skills and gain a competitive edge
- It can lead to a full-time job right after graduation

A Guide to Secure an Internship:

- Self-assessment of your career interests and skills. Use professional software like SIGI 3. Get in touch with our team for more details.
- Save some time with an early appointment with a career counselor in career services.
- Make a professional profile and upload your resume in the Jobs4Cats database.
- A professional cover letter is a must! Keep your resume short and interesting. Get your career counselor's feedback.

- Search for the current internship vacancies at the organizations in the industry of your interest.
- Learn about the organization before going for an interview. Do a test interview in Career Services or on Interview Stream.
- Do your research as much as possible.
- Talk about relevant stuff only during the interview.

Notes for your Internship Hunt:

- Start the process early! Try to secure an internship in the second semester of your sophomore year or early junior year. This will give you time to pursue a second internship in your senior year.
- Make sure to attend job fairs at West Virginia University during fall and spring semesters. Network with employers who may be looking for interns.
- Search internship opportunities on the Career Services website
- Keep in mind to search for companies, government agencies, and non-profits offering internships
- If you have a specific organization in mind, look out for their careers page
- Do not forget to attend the job fairs at your university
- Many organizations conduct career workshops. Make sure to attend those to learn about the programs they are offering.
- Get your internship credits approved by your University's department internship

Evaluating an Internship Offer

Internships can be paid or unpaid. If you go for an unpaid internship, make sure you work on the barter system. Your time, energy, and skills matter a lot! Make sure you learn new skills and get training. Evaluate an internship offer thoroughly before accepting it. If you think you can learn from this opportunity, then grab it! Learn these key aspects that are useful for a successful internship:

- Accept an offer that feels right
- Work that challenges you to grow in the career
- Choosing a professional and positive work environment
- Supervisor/staff who respect you and are willing to answer your questions
- Opportunities to improve your networking and communication skills. Make sure you participate in day-to-day tasks and meetings.

It is hard to know before joining that what pros and cons the internship holds. Asking these basic questions during an interview process will help you get a clearer picture of an internship. Learn about the position you are applying for by asking the following questions.

Could you provide details on the projects and tasks I would be involved in?

- What type of training do the interns go through? Do the interns have a daily session with the supervisors?

How do the interns get feedback on the performance?

- Could you define the working environment?
- What qualities do you think an outstanding intern should have?
- Are interns allowed to attend training sessions and workshops? Do the interns get involved in the fieldwork?
- How much time do you expect an intern to spend on daily tasks or a project?

Carefully listen to the answers that an employer gives to you. Do these responses make you enthusiastic or doubtful about the opportunity?

If you get an internship offer and are not sure about accepting it, you can have a meeting with your former supervisor to get his/her opinion. If he/she is not available in person, then make a call and discuss important points.

Expand your Knowledge about the Internship Opportunities by Attending Job Fairs by Career Services

- All Majors Career fair
- Health Professions Career Fair
- STEM Career Fair
- Construction and Concrete Industries Career Fair
- Mass Communication Career Fair
- Teacher Job Fair
- McCoy College of Business Administration Career Expo
- Nonprofit and Summer Job Fair
- Criminal Justice Career Fair

To get more details, visit the website and click on the Events and Fairs tab.



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