



CENTER FOR PROFESSIONAL EXCELLENCE  
ELMHURST COLLEGE

Enhancing Professional and Personal Development

# Internship Guidelines



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[www.CPEssentials.com](http://www.CPEssentials.com)

# INTERNSHIPS

If you think that a college diploma is all you need to find a job, you need to rethink your plans right now. Your search will bring you to a harsh reality ... it's difficult to get a good job without experience in a particular field, and you can't get experience until you've had a job or internship. In addition to practical "real world" experience, internships provide many other important benefits.

The *value* of an internship:

**I** - *Increase your marketability.* Research has shown that students who have participated in an internship are more than 50% more likely to have a job upon graduation. Student interns are often later hired for full-time employment by the companies for which they interned.

**N** - *Networking opportunities.* Throughout your internship, you will come in contact with individuals who can be a great resource of real information about the professional world. Ask questions, and get involved as much as possible to increase your networking contacts for the future.

**T** - *Training to acquire or polish marketable skills.* As an intern, employers understand that you are there to incorporate your academic background to develop and enhance your career-related skills.

**E** - *Explore and clarify career goals.* An internship is one of those rare opportunities when you can actually "try out" a career before you must make a decision to commit to it.

**R** - *Refine communication and other transferable skills.* Through your internship, you will be able to develop the skills that employers are looking for, add them to your resume and discuss what you can offer to a future employer when you interview for a new position.

**N** - *Negotiating power.* Because an internship will increase the likelihood of receiving job offers before graduation, you will have the power to select the job that fits *your* needs as well as negotiate salary and benefits.

Some people falsely believe that as an intern, your responsibilities are likely to consist of menial tasks. While it is true that sometimes you may be asked to perform these tasks, most internships offer significant educational and practical experience and by pitching in to help with a positive attitude, you are demonstrating that you are a team player.

## Internship Credit

### Fall & Spring Terms:

- .5 Credit: 7-13 hours/week for 14 weeks (100 hrs)
- 1.0 Credit: 14-17 hours/week for 14 weeks (200 hrs)
- 1.5 Credits: 18+ hours/week for 14 weeks (250 hrs)

### Summer Term:

- .5 Credit: 13-24 hours/week for 8 weeks (100 hrs)
- 1.0 Credit: 25-31 hours/week for 8 weeks (200 hrs)
- 1.5 Credits: 32+ hours/week for 8 weeks (250 hrs)

### January Term:

- 1.0 Credit: 35-40 hours/week for 4 weeks (140 hrs)

# Internship Timeline

1. **Begin planning for your internship one semester before you want to intern.**
  - Visit CPEssentials.com to learn more about internships.
  - Consider taking CPP 299 Professional Foundations of Career Development – this will help you narrow your career field, and make connections in the field of your choice.
  - Being involved in the Mentoring Program may help you make the necessary connections to find an internship in your field.
2. **Complete the Student Internship Application** (which can be found on CPEssentials.com) *before* you attend an Internship Info Session and submit to Holly Coffin via e-mail - hollyc@elmhurst.edu.
3. **Attend an Internship Info Session** with Holly Coffin at least one semester before you want to intern. See CPEssentials.com for dates and times.
4. **Register on [www.ECconnect.com](http://www.ECconnect.com)**, for more career information and resources.
5. **Register on [www.elmhurst.optimalresume.com](http://www.elmhurst.optimalresume.com).**
  - Create your resume and cover letter.
    - If you need one-on-one assistance contact Ingrid Becton – bectoni@elmhurst.edu.
  - Once approved, upload these documents to ECconnect.com .
6. **Create and complete a LinkedIn profile.**
7. **Finding an Internship Site:**
  - Utilize the Internship Resources on CPEssentials.com and ECconnect.com.
  - Connect with your Faculty Advisor/Professors, or Mentor.
  - Network with family and friends.
    - \* See Internship Guidelines for site criteria approval.
8. **Applying for an internship:**
  - Note the application procedures as specified by each internship site. Some require a cover letter, writing samples, etc. while others request only your resume.
  - Follow up with a phone call or e-mail to make certain your resume has been received and inquire about the selection process. Persistence pays!!
9. **To register for academic credit:**
  - Once you secure an internship site, **schedule a mandatory meeting with Holly Coffin** to complete internship forms and review the Blackboard course.
  - **Obtain the Consent to Register form** (can be found in the Career Education Office or Goebel Hall - Records and Registration).
  - **Return the Consent to Register form** to Goebel Hall - Records and Registration (signed by both Faculty Monitor & Internship Coordinator - Holly Coffin) to officially register your internship for-credit.

## Internship Site Resources:

ECconnect.com  
Internships.com  
Glassdoor.com  
Internmatch.com  
ISCPA.org  
Wetfeet.com  
Google.com  
LinkedIn.com

### Criteria for Participation

- You must be enrolled as a student at Elmhurst College.
- You must have a GPA of 2.5 or higher.
- Your internship site must be approved and signed by the Career Education Internship Coordinator and Faculty Monitor.
- Registration cannot be completed on Bluenet, you must submit the signed Consent to Register Form to Records and Registration in Goebel Hall.

### Criteria for Site Approval

- We will not approve internship credit for a job you currently hold, however, a new position or a special project (on a current position) can be approved as an internship.
- Family/relative owned companies will be approved with the stipulation that the supervisor is a non-family member.
- Internships held in a home office are approved on a case to case basis.

# Frequently Asked Questions

## **How many times can I get credit for an internship?**

It depends; each individual academic department determines whether internship credit is repeatable. To find out, contact your department.

## **Can I get additional credit if I stay at the same site?**

Yes, however if you are continuing your internship for more than one semester at the same internship site and would like to receive additional credit, your internship responsibilities must change in some way (work in a different department, on a different project, increase your responsibilities, etc.) This must be approved by your faculty monitor and internship coordinator.

## **Am I required to sign up for credit in order to do an internship?**

No, you can do an internship simply for the experience.

## **Are internships paid or unpaid?**

Many sites will pay an intern; however, it depends on the field. Business, accounting, and information technologies are more likely to pay. The experience you will gain should be one of the most important considerations in choosing sites you are interested in and will have the greatest impact on your future. Remember, in your future employer's eyes, practical experience is priceless.

## **Can I receive credit and be paid for an internship?**

Yes.

## **When do I have to notify the Internship Coordinator that I am participating in a credited internship?**

|              |             |
|--------------|-------------|
| Fall term:   | July 1      |
| J-term:      | November 15 |
| Spring term: | December 1  |
| Summer term: | April 1     |

## **Do I need a resume when applying for an internship?**

The application process to apply for an internship is the same as applying for a full time position. You must create a professional resume, cover letter, and other documents required by the internship site. View the "Writing an Effective Resume" and "Making Your Cover Letter Count" packets (on ECconnect.com) for assistance and visit [www.elmhurst.optimalresume.com](http://www.elmhurst.optimalresume.com) and see the OptimalLetter and OptimalResume portals.

## **Will there be an interview process in order to get an internship?**

Yes, you are competing with other students for the same internship; therefore, the company must use the interview process to select from the pool of candidates. For interviewing tips review the "Keys to Interviewing Success" (on ECconnect.com) and visit [www.elmhurst.optimalresume.com](http://www.elmhurst.optimalresume.com) - OptimalInterview Portal to practice with videos of professionals asking real interview questions. With the recording option you can play back watch and perfect your responses.

## **What if I do not hear anything from internship sites I've applied to?**

Follow up is extremely important in the search for an internship. After your resume has been sent, you should follow up via telephone, if possible, or e-mail to confirm receipt of your correspondence, express your interest in the position and inquire about when you should expect to receive a response.

## **Where do I pick up the Consent to Register form?**

The forms are available at the Center for Professional Excellence, Goebel Hall-Records and Registration and with your Faculty Monitor.

