

Internships

Everyone wins with internship programs. Employers are able to boost workplace productivity and students are able to strengthen business skills. Students gain real-life experiences, learn new programs, and experience life in a professional workplace. Employers gain temporary help from fresh and eager aspiring business leaders. While internships and practicums are not designed to serve as extended interviews, they often allow employers to evaluate potential new hires before extending an offer.

About Internships:

- Whether paid or unpaid, internships can help you gain valuable work experience.
- Internships bolster your résumé and help you build a professional network.
- The duration of the internship varies, but most interns average 10 hours per week, spending roughly 100 hours a semester as an intern.
- Practicums are essentially internships that are tied to a specific college class. Here in the College of Business, the marketing practicum is a very popular course for students nearing graduation (and is open to non-marketing majors).

Finding An Internship:

- To learn about business-specific internships for USF students, sign up for the College of Business listserv, where we post information about internships and other career events.
- Internships that are open to all majors are advertised through the USF Career Center's Career Connections.
- Attend on-campus job fairs as many employers recruit interns as well as future employees through these fairs.
- National firms often recruit interns from universities throughout the U.S. and do not post opportunities at the university. Create a target list of companies and use the web to research internship programs.
- Most internships have an application process similar to the traditional job search one. When you apply for an internship, include a cover letter with



your résumé, prepare for the interview as you would for a permanent job, and follow-up with the interviewer.

- Even if you are several semesters away from graduation, attend career and professional development workshops to help you prepare for the internship interview and learn how to sell yourself.
- Community service and volunteer projects can give you a chance to use current skills and develop new ones. While unpaid, such service is often considered real work experience in the eyes of both the organization and future employers. Seek out such service projects through USF's Center for Civic Engagement or by contacting social service agencies directly. Most do not post internships but will tailor opportunities to an individual student's skills and goals.

Once You Have Landed The Internship:

- Interns are expected to be punctual, responsible contributors who comply with all workplace rules and regulations, dress appropriately, and represent USF well.
- Try to establish contacts within the company and field for future networking purposes.
- Do not wait for projects to come your way. Be proactive and seek out new projects.
- Do more than is expected of you.
- Send a thank you note to your supervisor at the conclusion of your internship.