An Overview of Internships

Internships are a gateway to career development. Use this sheet to learn about internships. Then, talk to a career counselor or faculty member.

Defining an Internship:

Internships are supervised career-related learning opportunities that offer students the chance to develop hands-on experience in an industry or field. Many organizations sponsor formal internships and make them available through on-campus departments and SDSU Career Services.

Internships vary according to tasks, work time, and compensation. Standard internships usually require 10-15 hours weekly during the semester, and up to 40 hours per week in summer. Compensation possibilities can include hourly pay, class credit, or a stipend.

Why complete one?

Internships are valuable, regardless of financial compensation. Internships are a great way to:
- Experience a career before graduating.
- Demonstrate experience that will attract future employers.
- Apply academic knowledge to a work setting.
- Practice your communication and teamwork skills.
- Meet new people and practice networking.
- Obtain potential work-related references.
- Investigate potential employer's organizations.
- Develop self-confidence, time management, critical thinking, and decision-making skills.

Where might I find one?

Here are some resources to start your search:
- Review Career Services online listings at: http://career.sdsu.edu.
- Speak with the academic Internship Coordinator in your major.
- Visit the Career Services Resource Room – SSE-1200.
- Network with friends, family, and professors.
- Attend internship and career fairs.
- Visit company websites that interest you.
- Propose your own internship to an employer.
- Search the Internet (see websites on reverse side of handout).

How do I apply?

Companies and academic departments will require various materials to apply for an internship; these could include a resume and cover letter, formal application, references, transcripts, essay, and/or an interview. Respond to an internship announcement according to the directions. Prepare a resume and cover letter that address the employer's needs for the internship. Be sure to comment on how you could contribute to their organization.

A few days after you have sent your materials, contact the organization to follow up. Be ready to discuss the following: your interest in the internship, your availability to interview, your availability to start the internship, and your knowledge of the organization.

What if?

What if problems arise with your internship? Talk with your supervisor or departmental internship coordinator to see if the situation can be modified. Internships should benefit you and the employer.

Useful Internship Websites

SDSU Career Services
http://career.sdsu.edu
Login on to **Aztec Career Connection** to search for internships.

SDSU Academic Internships
http://career.sdsu.edu/current/internships.htm
Contact the Internship Coordinator in your major for eligibility & requirements.

General Internship Programs
http://www.indeed.com

http://internshipprograms.com

http://www.vault.com/wps/portal/usa/internships

Federal Internships
http://www.usajobs.gov/studentjobs/

http://www.makingthedifference.org

Non-Profit Internships
http://www.idealist.org

http://www.npworks.org

International Internships
http://www.cie.uci.edu/prospective/iopother/intern.shtml#p

Internship Associations with Scholarships
California Internship and Work Experience Association (CIWEA)
http://www.ciwea.org/

National Society for Experiential Education (NSEE)
http://www.nsee.org/

SAN DIEGO STATE UNIVERSITY
Career Services
Division of Student Affairs

Career Services
Student Services East - 1200
(619) 594 - 6851
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