

Finding an Independent Internship

Career Exploration & Development

Learning Outcomes

- Understand the benefits internships provide.
- Understand internship requirements and process for registering internship with Career Services.
- Know the steps involved in applying for catalog and independently arranged internships.
- Learn about available internship resources beyond the catalog.
- Become familiar with myDenison Experience.

What is an Independent Internship?

- Any opportunity outside of the Denison Internship Catalog to gain practical experience and build your skill set.
- Cannot be part of an Off Campus Study program or a program which awards academic credit.

What forms can this take?

- A national internship opportunity.
- A consistent volunteer experience.
- A part-time job that relates to your career interests.
- A short-term work experience offered to you by someone in your professional network.

Independent Internship Criteria

- Must complete at least 100 hours.
- Meet regularly with a professional supervisor.
- Build skills and be exposed to a broad range of professional activities.
- Register the internship with CE&D.
- Self and supervisor evaluations must be submitted to CE&D by Sept. 1st.
- See pages 7-8 in catalog.
- “Maps” tab on the Denison Internship Program webpage.

Where do I begin?

- Interests—What do I enjoy?
- Geographical region—Where would I like to be this summer?
- Financial considerations and housing
- Polish (or begin drafting) your resume and cover letters

How do I search for an Independent Internship?

- myDenison Experience
- 2012 Denison Internship Program Resource Booklet (pages 7-8)
- Materials in the Career Resource Library
- The catalog's National Listing and the resources on pages 9-10.

Searching Cont.– Networking

- Who do you know in the location(s) you are targeting?
- Talk to family and friends about your interests.
- Ask them to keep you in mind as they see or hear about internship opportunities.
- Connect with alumni via LinkedIn (join the Denison University Network group) and Denison Everywhere. Attend “Establishing your Online Network” workshop Feb. 28 or March 21 at 4:30 to learn more.

Searching Cont.– Local Organizations

- Learn about the cities where you hope to intern
 - Chamber of Commerce Member Directory
 - Local newspapers / TV stations/ websites
 - City business newspaper or magazine
- Many cities have internship websites:
 - Columbus, OH: www.columbusinternships.com
 - Pittsburgh, PA: www.ric-swpa.org

Searching Cont.—Web Resources

- Free Online Subscriptions: see pages 13-14 in the Resource Booklet for usernames and passwords
- The Vault Career Insider
- Goinglobal
- CareerShift
- Idealist.org
- Websites by Career Field
- Denison Internship Program: “Resources” tab
- Many more!

What if an organization I am interested in doesn't have an internship program?

- Don't let that stop you. Approach the situation from a different angle.
- Send a prospecting letter or e-mail and inquire about opportunities they may have available.
- Follow up is important!

What happens when I secure an internship?

- Notify the rest of the sites to which you applied. *No backing out after accepting an offer.*
- Register your internship with Career Services in order to receive transcript notation.
- Complete the evaluation that is e-mailed to you in late July.

How do I register my internship?

- Go to the CE&D website
- Click on Students, Denison Internship Program and then the Forms tab
- You will need to complete the Internship Registration Form
- Your supervisor will need to complete the Independently Arranged Form (not required for catalog internships)

Prospecting E-mail Example

Dear Ms. Angle,

I read your company's description on the Vault.com and would like to inquire about possible summer internship opportunities. My strong desire to return to North Carolina and to pursue a career in financial management make BB&T Corporation particularly appealing to me.

My interest in finance began in Junior Achievement while in high school and developed further through several sales positions during college. My internship with Northwestern Mutual Financial Network last summer convinced me that pursuing a career in financial management is what I would like to do after graduation.

My resume is attached for your consideration. My economics major and past experiences would allow me to be a great addition to your team. Client and supervisor feedback confirms my interpersonal skills and strong motivation needed to build a successful career in financial services. My varied experiences give me confidence in my career direction and in my abilities to perform competently.

I know how busy you must be during this time of year, but I would appreciate a few minutes of your time. I will follow up with you in two weeks to discuss how I could be an asset to BB & T this summer as an intern. In the meantime, if you wish contact me, my number is 740-587-9999.

Thank you for considering my request. I look forward to talking with you.

Sincerely,

Stew Dent

Contacting Organizations

hey john,

i saw you work at xyz and i'm really interested in working there to. could you share my resume with your boss? How do you like livign chicago? I visited there last summer and it was a really cool city.

thx,
sam

Contacting Organizations

Hello Mr. Reeves,

I am a junior at Denison University majoring in Psychology. I have researched your organization and am very impressed with your new marketing campaign for Nalgene. I would appreciate the opportunity to speak with you and learn more about your career path as well as the marketing internship available this summer at XYZ. I am happy to send you my resume so that you can learn more about my experiences and qualifications.

I will be in the Cincinnati area February 6-8. Would your schedule permit a 30-minute meeting on one of those days? Thank you for your time. I look forward to hearing from you.

Sincerely,
Lisa Black

Finally...

- Do not delay. Start your internship search now! Deadlines are quickly approaching.
- Utilize available resources.
- Develop/polish your resume and cover letter and have them reviewed by CE&D.
- Visit CE&D—306 Burton Morgan. Drop Ins M-F 2:00pm-4:00pm.
- Call 740-587-6656 to set up an appointment.