

# Internship Information Session

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Career Exploration &  
Development

# Sign up for the Internship Listserv

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1. Go to the Denison University homepage, click on Offices and scroll down to Career Exploration & Development.  
**[www.denison.edu/offices/career](http://www.denison.edu/offices/career)**.
2. Click on the myDenison Experience tab.
3. To log in, type in your FULL Denison email account, i.e., smith\_x@denison.edu, your password will be your D# without the D.
4. You should now be at your profile page, if you have not done so already, complete your profile information. Under “Career Preferences” on the navigation bar *be sure to click on “YES” for the question “Are you interested in Internships?”* CE&D will use this question to send you email updates about additional internships as they come in throughout spring semester!

# Learning Outcomes

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

# What constitutes an internship?

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- Opportunity to develop your professional skill set
- Catalog or independently arranged
- Consistent/in-depth volunteer experience
- Professional part-time position
- Minimum of 3 weeks and 100 hours

# Denison Internship Program Requirements

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- Three-way relationship
- Students **MUST** complete a minimum of 100 hours
- Complete internship registration & evaluation forms/processes
- Transcript notation
- See page 8 of your catalog

# Catalog Internships

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- More than 140 opportunities
- Many are “Denison Exclusive”
- Peruse **ALL** sections--not just the one(s) that seem most logical. Example #1025.
- View **FULL** internship descriptions on myDenison Experience

# When and how do I apply for catalog internships?

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- The application deadline for *MOST* catalog internships is **March 5<sup>th</sup>** unless otherwise noted on page 14
- All applications must be submitted using myDenison Experience
- See page 5 in your catalog

# Internship Application Materials

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- Generally a resume and cover letter
- Examples in CE&D office, on our website & on myDenison Experience (pages 5-6)
- Read internship description/application instructions carefully
- Some sites may require an online application, transcript, reference list, writing samples, etc.
- Have CE&D review before submitting

# What if none of the catalog internships interest me?

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- That's okay! CE&D can help.
- Each year more students complete Independently Arranged internships than Catalog internships.
- Note page 7 in the catalog.
- Check out the "Maps" tab under "Denison Internship Program" on our website.

# What factors should I consider when searching for an internship?

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- Experience! What do you want to do, learn and be exposed to?
- Geographical location
- Paid vs. Unpaid
- Housing
- Time commitment

# How do I search for an Independent Internship?

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- Make an appointment with CE&D (740-587-6656)
- Utilize on-line resources
- Check out the Internship Resource Booklet
- Explore materials in the Career Resource Library
- Network
- Research local business & organizations
- See catalog pages 9-10 & the National Listing

# What happens when I secure an internship?

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

# How do I register my internship?

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- 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)

# What is an internship stipend?

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- Funding for students completing unpaid internships
- The stipend application process is competitive and funding is not guaranteed.
- Two stipend workshops will be held in Feb.
- Application deadline is March 5, 2012.
- See pages 11-12 in the catalog.

# How do I secure summer housing?

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- Local colleges & universities
- Craigslist (be cautious)
- Resources on the CE&D website
- Ask internship site for tips or suggestions
- Begin looking early--especially in the larger cities
- Often times you will have to pay a deposit

# Deadlines

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- Monday, March 5<sup>th</sup>, 4:30pm: Deadline to submit your Internship Stipend Application to CE&D. **No late applications will be accepted.**
- Monday, March 5<sup>th</sup>, 11:55pm: Deadline to apply for ***most*** catalog internships via myDenison Experience.

# Next Steps

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- **Begin to Research**
  - Learn about industry specific companies of interest, types of opportunities available, requirements, etc.
- **Take advantage of CE&D workshops**
  - Resume & Cover Letter Development, Interview Prep, etc.
- **Develop/Polish your Resume**
  - It must be PROOFED and CRITIQUED! This is your first impression to the employer.
- **Practice Interviewing**
  - Know how to sell yourself in an interview.
  - Schedule a Mock Interview. Always dress for success!

# How to Maximize your Internship

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- Set goals.
- Meet regularly with your supervisor and find a mentor.
- Tackle all tasks with enthusiasm and a positive attitude.
- Get as much exposure as possible.
- Ask questions.
- Take initiative.
- Network, network, network!
- Leave with tangible results.
- Have fun!

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Questions?

# myDenison Experience

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- Resume and cover letter templates
- View complete catalog descriptions
- Apply for catalog internships
- Search for internships beyond the catalog
- Upload resume to Resume Books