FINDING A SUMMER INTERNSHIP

FREQUENTLY ASKED QUESTIONS

What is the purpose of an Internship?
An internship will give you an in-depth look at a career and a specific employer. It will also help you to determine if this is (or is NOT) the field for you. You gain valuable work experience and information necessary in the career decision-making process. According to the National Association of Colleges and Employers, employers cite internships as their number one way of recruiting new college graduates.

When should I do an Internship?
Internships are invaluable. When you choose to do one is a personal choice. Some students choose to do them the summer after their first year and others choose to wait. The decision is yours, however, it’s best to do at least two to give you more information on potential career paths. Employers have come to expect that students will have internship experience, so it is beneficial to do a number of internships to be competitive in the job market.

What are the benefits of an Internship?
The benefits are numerous. Internships will give you real world experience, help to build a work ethic, and can give you an inside look at a potential employer. Internships can turn into repeat internship offers and even full-time job offers.

How does an internship benefit the employer?
The internship gives the organization a chance to ‘evaluate’ you and your skills. You will also bring fresh ideas to the organization and will have an opportunity to participate in projects, presentations, meetings, and the everyday functions of the particular employer or industry.

RESOURCES FOR FINDING A SUMMER INTERNSHIP

- **Career Vault** (including Alumni Sponsored and Alumni Referred Internships) – Postings made available only to Lafayette students through Career Services. Meet with your Gateway Counselor for search instructions.

- **Employer listing in Career Vault** – Provides you with company contact information.

- **Alumni Sponsored Internship emails** – Sent by Career Services in February and March; a sample of opportunities found in the Career Vault.

- **Career Search Tools Page on the Lafayette Career Services Webpage** - This page has industry specific websites and resources.

- **Internet** – Job Search Sites listed on the Career Services webpage or “Googling” on your own.

- **Lafayette Career Fair** – Contacts made at the Career Fair in September. Didn’t go? Visit Career Services for a list of employers that attended.

- **AlumNet** – A networking list of Lafayette Alumni. However, you are NOT permitted to ask alumni for an internship. You can discuss their field and how to get started in the industry.

- **Hoovers** - This electronic database, available on the Skillman Library webpage allows you to search for employers by industry, location, and other parameters.
• **Career Search**- This password protected site allows students to conduct real-time company and networking contacts searches. There is also an internship search feature.

• **Career Insider**- This site is password protected and can be found from our Career Search Tools page. Not only does it include industry and employer guides, but there is a job/internship search feature.

• **Internship Bible, Peterson’s Guide to Internships, Job Banks, Directories** – National directories with internship information by state, industry, class year, etc., available in the career library.

• **Faculty**– Some alumni keep in touch with faculty members and give them internship information.

• **Friends and Family Connections** – NETWORK! Inquire about openings at their places of employment.

• **Local Resources such as the Chamber of Commerce or the Yellow Pages** – Great ways to identify employers near your home.

• **Career Services Library**- Our library includes general tutorial books, but also internship directories.

**EARNING LAFAYETTE CREDIT FOR AN INTERNSHIP**

Lafayette College recognizes the value of internships as part of the learning experience and thus, offers academic credit for internships. Students must have their internship approved by the sponsoring academic department prior to the start of the internship. Students must be juniors or seniors to engage in a credit based internship. They usually intern 10-20 hours a week depending upon the specific department requirements as well as employer needs. Students who engage in an internship for academic credit at Lafayette may not receive payment from the employer.

Requirements for earning credit vary by department. Lafayette students work with their Academic Advisor as well as other faculty in their academic department to meet eligibility requirements for internship credit. **Students are advised to work out the details for earning credit well before the start of the internship.**

**INT 200 – Internship**

Summer internships are available through selected academic departments or the College wide internship program (INT 200). INT 200 credit is recorded on the transcript, but may not be used to fulfill the minimum course requirement for graduation.

This course emphasizes learning through the interplay between academic work and fieldwork in various entities during the summer months. Each internship will be supervised by a faculty member, who will provide a formal evaluation of its outcome in consultation with the relevant personnel in the workplace. Under the supervisor’s guidance, each intern will produce a tangible academic project during the internship experience, such as a paper, journal, or portfolio.

**TOOLS NEEDED TO APPLY FOR A SUMMER INTERNSHIP**

• **Resume and cover letters** – work with your Gateway Counselor to develop these important documents; they are the employer’s first impression of you and your ticket to an interview.

• **Mock interview** – schedule a videotaped interview and critique session with Career Services.

• **Employer information** – know all about the organizations you are applying to and interviewing with by conducting research in the career library or the internet.

• **List of objectives** – have a sense of what you’d like to accomplish during the internship.

• **An open mind** – possess a willingness to experience all that you can while you are there.

• **Enthusiasm and eagerness to learn** – turn an internship into a permanent job offer.

• **Dedication** – internship searching takes time and persistence.