Landing an Internship
Definitions

Independent Study

A student receives academic credit for any academically legitimate course of study for which a student could not otherwise receive credit. It can be pursued at any level including introductory, intermediate, or advanced in any department whether or not it is the student's major. It can duplicate a catalog course or be completely different.

Internship

An internship is a course jointly sponsored by the college and a public or private agency or subdivision of the college which a student is able to earn college credit by participating in some active capacity as an assistant, aide, or apprentice.

Practica

Offered in Accounting, Biology, Business, Communication, Economics, Education, IMS, Psychology, and Sociology. It is a course that requires 10 to 12 hours of work per week in a business, agency, or organization in addition to classroom time.

No more than 16 credits can be earned through practica, internships, and/or student teaching.
What are your values?

Below are values related to the kind of work you want to do and job values related to where you might like to work. Rank the following values (E) essential, (V) very important, (D) desirable, or (N) not important.

Note: you should rank no more than 2 values as (E) essential.

____ Contribution to society: Your work will contribute to the improvement of the health, education, or welfare of society as a whole.

____ High income: The income you will receive will be higher than average.

____ Independence: You want to work without close supervision and not be required to follow daily instructions to the letter.

____ Leadership: You want to guide others, to tell them what to do, to work together, to be responsible for their performance and to accept blame when things go wrong.

____ Leisure: You want short hours and long vacations so that your work activities do not hinder your leisure activities.

____ Prestige: You want to lead people to look up to you, listen to your opinions, and seek your advice.

____ Security: You want work which is not sensitive to recession, abrupt changes in technology, or government spending and avoids seasonal income changes.

____ Variety: You want work which does not involve a fixed routine, one in which you encounter different activities and problems, people or places.

____ Advancement: You want to be assured of predictable promotions.

____ Challenge: You want to use your abilities to solve difficult problems.

____ Easy Commute: You want to work close to home.

____ Flexible Hours: You want flexibility in scheduling your work hours.

____ Fringe Benefits: You want benefits in addition to your income. These may include health benefits, tuition aid, and childcare assistance.

____ On the Job Learning: You want to learn new skills while you are working which will you develop your abilities and prepare you for advancement.

____ Pleasant Co-workers: You want to work with people who are agreeable, share your interests and are easy to get along with.

____ Staying Put: You want to avoid relocating to another geographic region.
What are your favorite hobbies & work activities?

What do you do when you are not at work?

1.

2.

3.

4.

Below is a sample list of work activities. Which are your favorites?

<table>
<thead>
<tr>
<th>Plant, cultivate</th>
<th>Prepare food</th>
<th>Implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan, organize</td>
<td>Use physical</td>
<td>Portray images</td>
</tr>
<tr>
<td>Observe</td>
<td>coordination/agility</td>
<td>Act as liaison</td>
</tr>
<tr>
<td>Maintain records</td>
<td>Monitor</td>
<td>Analyze</td>
</tr>
<tr>
<td>Teach, train</td>
<td>Perceive intuitively</td>
<td>Treat, nurse</td>
</tr>
<tr>
<td>Interview for information</td>
<td>Proofread, edit</td>
<td>Supervise</td>
</tr>
<tr>
<td>Produce skilled crafts</td>
<td>Make decisions</td>
<td>Test</td>
</tr>
<tr>
<td>Tend animals</td>
<td>Sell</td>
<td>Visualize</td>
</tr>
<tr>
<td>Count</td>
<td>Negotiate</td>
<td>Stage shows</td>
</tr>
<tr>
<td>Transport</td>
<td>Design</td>
<td>Use carpentry abilities</td>
</tr>
<tr>
<td>Mediate</td>
<td>Host/hostess</td>
<td>Generate ideas</td>
</tr>
<tr>
<td>Classify</td>
<td>Counsel</td>
<td>Write</td>
</tr>
<tr>
<td>Make arrangements</td>
<td>Deal with Feelings</td>
<td>Evaluate</td>
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<tr>
<td>Budget</td>
<td>Expedite</td>
<td>Synthesize</td>
</tr>
<tr>
<td>Entertain/perform</td>
<td>Compose music</td>
<td>Estimate</td>
</tr>
<tr>
<td>Read for information</td>
<td>Motivate</td>
<td></td>
</tr>
<tr>
<td>Initiate change</td>
<td>Use mechanical abilities</td>
<td></td>
</tr>
</tbody>
</table>

What subjects do you enjoy conversing about with friends and family?

1.

2.

3.

4.
What are your skills?

Accomplished
Achieved
Acted
Adapted
Addressed
Administered
Advanced
Allocated
Analyzed
Appraised
Approved
Arranged
Assembled
Assigned
Assisted
Attained
Authored
Automated
Balanced
Budgeted
Built
Calculated
Catalogued
Chaired
Clarified
Classified
Coached
Collected
Compiled
Completed
Composed
Computed
Conceptualize
Conducted
Consolidated
Contained
Contracted
Contributed
Controlled
Coordinated
Corresponded
Counseled
Created
Critiqued
Cut
Decreased

Delegated
Demonstrated
Designed
Developed
Devised
Diagnosed
Directed
Dispatched
Distinguished
Diversified
Drafted
Edited
Educated
Eliminated
Encouraged
Engineered
Enlisted
Established
Evaluated
Examined
Executed
Expanded
Expedited
Explained
Extracted
Fabricated
Facilitated
Familiarized
Fashioned
Focused
Forecast
Formulated
Founded
Generated
Guided
Identified
Illustrated
Implemented
Improved
Initiated
Informed
Innovated

Inspected
Installed
Instituted
Instructed
Integrated
Interpreted
Interviewed
Introduced
Investigated
Launched
Lectured
Led
Maintained
Managed
Marketed
Mediated
Moderated
Monitored
Motivated
Negotiated
Operated
Organized
Originated
Overhauled
Oversaw
Performed
Persuaded
Planned
Prepared
Presented
Prioritized
Processed
Produced
Programmed
Projected
Promoted
Provided
Publicized
Published
Purchased
Recommend
Reconciled
Recorded
Recruited

Reduced
Referrer
Regulated
Rehabilitated
Remodeled
Repaired
Represented
Researched
Restored
Restructured
Retrieved
Reversed
Reviewed
Revitalized
Saved
Scheduled
Schooled
Screened
Set
Skilled
Solidified
Solved
Specified
Stimulated
Streamlined
Strengthened
Summarized
Supervised
Surveyed
Systematized
Tabulated
Taught
Trained
Translated
Traveled
Trimmed
Upgraded
Validated
Worked
Wrote
Your Ideal Internship Summary Sheet

1. **The Values** which are essential in my work are:
   
   1. ___________________________ 2. ___________________________

2. **My Academic focus is:** ___________________________

I am interested in an internship in the field of:

My best qualities and skills are:
1. 
2. 
3. 

Experiences which have prepared me for this internship are:
1. 
2. 
3. 

Where I Can Look For Internships?