INTERNSHIPS: KNOW WHAT TO LOOK FOR

To reap the benefits of an internship, you need to know what to look for and which internship is best for you. You need to learn to judge what you need to achieve your goals.

Seek out “real world” assignments that give you a chance to learn things you can’t learn in a classroom; look for programs that help you not only learn but also practice what you’ve learned; and judge programs based on what you will get out of your participation, not just on what they require of you.

Look for internships in career settings you might move into after college.

Take full advantage of that vantage point: As you participate in internships, exercise your skills and abilities—learn to be a better communicator, creative thinker, leader, team player, and self-managed learner.

There’s a lot to be gained from internships. Be sure to take advantage of these valuable opportunities. Research companies, talk to your professors, send out resumes, make phone calls, and keep us posted!

Questions? Stop by the Career Development office at 136 W. 21st Street, 6th floor, or email us at cd@sva.edu.
4 STEPS TO SECURING AN INTERNSHIP

1. Start Early (ideally one semester prior to internship)
   - Fill out the enclosed worksheets to define your interests, values, priorities.
   - Create a networking list.
   - Create a ‘companies I’ve always dreamed of working’ for list.
   - Search for internships on the SVA online job board: www.collegecentral.com/sva. *Your access ID is your Student ID #.

2. Begin researching internship opportunities and preparing your materials.
   - Research companies, talk to professors and other students.
   - Prepare a portfolio/reel, draft your resume and cover letter.
   - A one-on-one appointment with a career counselor may be useful to you; call Career Development at 212-592-2370 to schedule.
   - Come prepared for the appointment: think about your internship needs (size of organization, eligibility, areas of interest, learning goals).
     - Bring a copy of your resume for review.
     - Bring questions and ideas, hopes and interests.
     - Make sure you know what the deadlines are for each semester.

3. Secure Interviews
   - Approach organizations through email, phone, or letter.
   - Project a professional, enthusiastic image.
   - Practice interviewing, review the SVA Interviewing Guide.
   - Follow up every interview with a thank-you email or note.

4. Select an Internship Site
   - International students need CPT, discuss with ISO.
   - Discuss your credit load/needs with your academic adviser.
   - Complete and sign the Internship Agreement Form with your employer.
   - Turn in original and signed paperwork to Career Development, by the due date, before going to your adviser to register.
   - Make sure you don’t miss the deadline to register for your Internship!
TIPS FOR INTERNSHIP SUCCESS

1. Communicate

Show initiative on the job, when you finish one task, ask for another. Talk with your supervisor and co-workers, get involved.

2. Goals

Know what you hope to learn, add new skills, gain valuable “hands on” experience. Let your experience guide you to your next steps.

3. Observe

Get to know the "corporate" culture, dress, communication style, work flow, and how decisions are made.

4. Be Reliable

Understand what is expected of you, be on time, take your assignments seriously, and meet your deadlines.

5. Be Enthusiastic

A positive attitude, enthusiasm, and good performance can lead to a full-time position.

6. Take It All In

Learn as much as you can about the industry and the organization. Read what is around you, talk with everyone, and get involved with extra projects.

8. Network

Introduce yourself to everyone. You have begun to network.

9. Keep in Touch

Keep in touch with those you have met. When it comes time to look for a full-time job, they will remember you and may be able to help.
INTERNSHIP DO'S AND DON'TS

Do's

Do try at obtain at least one internship during your college years.
Do set specific goals for yourself and for each internship.
Do expect to be treated professionally.
Do utilize your network of professors, family and friends to get leads and contacts.
Do leave your internship with a better understanding of your field.
Do take advantage of internship fairs and portfolio reviews to scout internship and job opportunities.
Do send thank you letters to all people who interview you -- and all the people who help you find an internship.
Do keep in touch with key coworkers as well as supervisors from your internships.

Don'ts

Don't be afraid to ask questions.
Don't expect all internships to be paid.
Don't burn any bridges -- even if your internship was not the perfect experience.
Don't ever give up in your internship quest; exhaust all possible internship leads.
Don't forget to take advantage of the services in Career Development – we have leads to numerous internship opportunities, jobs, and offer free career counseling.
HOW DO I DECIDE WHAT I REALLY WANT TO DO?
A GETTING ORGANIZED WORKSHEET:

One of the most difficult parts of the internship and job search process is deciding what you really want to do. The best way to begin to make this decision is to complete a self-evaluation using the questions listed below. Think about each question and write down your answers, so that you can refer to them as you continue to research and make decisions about potential job and internship opportunities and career directions.

1. First thing’s first – think about what you LIKE to do. People are most successful (and happiest) when what they do involves doing something they enjoy, so it makes sense to start by thinking about the following questions:

   - **What do I like to do most?** List at least 3 things:

   - **What am I most interested in?** List at least 2 things:

   - **What am I best at doing?** List at least 1 thing:

2. Next, it’s a good idea to think about the GOALS you want to accomplish—both in the short and long term. Short-term goals might include things like making money to pay for college or gaining basic internship experience that will lead to more responsible/higher-paying jobs in the future. Long-term goals might include things like running your own business or securing a top design job at a studio. You will want to consider both kinds of goals when you begin your search.

   - **What short-term goals would I like to accomplish?** List at least 2 goals:
What are my long-term goals? List at least 2 goals:

What would I prefer to work? (Close to school? In the boroughs? Uptown or downtown? Another city, state, or country?) List your first and second choice:

What kind of environment would I like to work in? (Small or large? Production studio or art gallery, large mega-company like MTV, or individual artist assistant? etc..) List your first and second choice:

What are my work preferences? (Alone or with others? Print or web? Focusing on creativity or routine? Working with products or ideas?) List at least three preferences:

What personal strengths can I offer a potential employer? (Attention to detail? Strong writing / computer / organizational / drawing / design, etc.? Ability to work well with others?) List at least three strengths:

What are my limitations? (English language skills? School schedule? Salary requirements?) List at least two factors that might limit your choices.

Based on your answers to the questions above, fill out the Career Brainstorming Worksheet on the next page to list your dream job, 3 career areas of interest, 3 occupations for each career area, and 6 jobs or internships to consider for this semester. If you’re not sure how to complete the worksheet, take a look at the sample version.
My Dream Job:

Museum Director

3 Career Areas of Interest:

- Art
- Communications
- Technology

3 Occupations for Each Career Area:

Curator
Critic
Artist

Teacher
Writer
Director

Web designer
Blogger
Game designer

2 Internships Relating to Each Career Area:

Gallery Internship
Artist studio Internship

Public relations Internship
Publishing Internship

Radio/tv Internship
Web/video Internship
CAREER BRAINSTORMING WORKSHEET

My Dream Job:

3 Career Areas of Interest:

3 Occupations for Each Career Area:

2 Internships Relating to Each Career Area:
A HELPFUL TIMELINE FOR FINDING AN INTERNSHIP

The purpose of this action plan is to help you set concrete goals and a timeline for obtaining an internship. By listing the specific steps that you will need to take, and assigning a deadline for each one, you can ensure that you’ll be ready to start working at that great internship you’ve always wanted!

Fill out the Career Brainstorming Worksheet as many times as you need to get organized and feel good about your next steps. Then fill in the below:

- Write the name of your dream job here:
  ________________________________

- List your 3 areas of career interest, *in order of preference*:
  1. ___________________________
  2. ___________________________
  3. ___________________________

- List the 9 occupations you identified on the worksheet, *in order of preference*:
  1. ___________________________
  2. ___________________________
  3. ___________________________
  4. ___________________________
  5. ___________________________
  6. ___________________________
  7. ___________________________
  8. ___________________________
  9. ___________________________

- List the 6 internships you listed on the worksheet, *in order of preference*:
  1. ___________________________
  2. ___________________________
  3. ___________________________
  4. ___________________________
  5. ___________________________
  6. ___________________________

Now, think about the steps required to obtain any of the internships you listed above, and the timeline you will need to use for each step. To make this easy, we have listed the basic steps in the table on the next page, so all you need to do is write down when you will begin each step and set a deadline for each step to be completed.
<table>
<thead>
<tr>
<th>Phase 1: Job research and selection</th>
<th>Date to Begin</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Research employment information on job board</td>
<td></td>
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<tr>
<td>➢ Select an area of interest to focus on, read Site surveys, talk to professors, network</td>
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<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Phase 2: Resume</th>
<th>Date to Begin</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ First draft of resume (to be reviewed with Internship Office)</td>
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<table>
<thead>
<tr>
<th>Phase 3: Cover Letter Templates and Thank you’s</th>
<th>Date to Begin</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ First draft of cover letter template and thank you notes (to be reviewed with Internship Office)</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 4: Portfolio</th>
<th>Date to Begin</th>
<th>Deadline for Completion</th>
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</thead>
<tbody>
<tr>
<td>➢ Update your portfolio/reel and/or website</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phase 5: Applying for Jobs</th>
<th>Date to Begin</th>
<th>Deadline for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Identify at least 3 -6 opportunities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Send resumes &amp;/or portfolio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Interviews / Follow up with signed paperwork</td>
<td></td>
<td></td>
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