



How to Find Internships



Know What's Required



Learning Contract

This form alerts the Program that you have an internship that should be counted towards the minor's internship requirement. Your internship must be approved by Internship Manager. When your internship plans are approved, you'll receive an approval email with instructions on completing the Internship Journal. The Learning Contract form is [here](#).

Learning Contracts are due by April 15 each year.



Internship

Internships must be at least 320 hours.

Students must complete at least 2 professional development activities during the course of their internships.

Internships can be with any company, although working with startups is encouraged.

Students can work for their own companies, but an approved mentor is required and the work plans for internship must be approved by Program.



Internship Journal

The internship journal records interns' impressions about the experience and helps them connect classroom learning with real world experience.

Learning Journals are due within 2 weeks of completing the internship. This date is based on the internship completion date listed on the Learning Contract.

Completed Journals are turned in via a Qualtrics form. You'll find the link on the final page of the Internship Journal instructions.

Where to Start?



Handshake



Resume & Cover



Mock Interviews

Set up your Handshake account

1. Create a Handshake profile and get [comfortable](#) with the platform.
2. Find [employers](#) to follow on Handshake (followers get notified of new opportunities).

3. Set up alerts for internships or companies of interest to you.
4. [Contact](#) Handshake employers about company questions or internships.

Prep your Resume and cover letter

- Start simple and capture your information on a basic resume template.
- Get your resume reviewed at UCS or by Shuford's Internship Manager.
- Create a cover letter template that can be customized for each application.

Mock Interviews

Do mock interviews if you feel very confident. Do them if you feel less than confident. Do mock interviews because everyone needs the practice.

No Experience Required

Micro-Internships

These help you build your resume skill set and get valuable insight into companies. These micro experiences are available through the [Parker Dewey](#).

Skills Assessments

Learn more about your personal strengths and weaknesses and gain the insight to improve your skills. The assessments can also help you sort through questions about majors. Begin [here](#).

Office Hours

If you have questions or want to have mock interviews or get your resume reviewed, come to office hours with Camelia Walker.

For Fall 2023, office hours are Mon., 3 – 5 pm, Tu/Th., 3 – 6 pm in Gardner Hall 104D.