

INTERNSHIPS

WHAT, WHY, & HOW?

What Is an Internship?

- Offers learning that complements the classroom.
- Provides an opportunity to help you "test drive" a possible career path.
- Allows you to connect your academic experience with the professional work world.
- Can be paid or unpaid, part-time or full-time, and for credit or no credit.

Why Intern?

- Gives a competitive edge in employment after graduation.
- Helps in career decision-making.
- Facilitates networking contacts.
- May provide financial assistance.

May allow you to receive academic credit.

- Learn elective job search, resume writing, and interviewing techniques.
- Has the potential to convert into a full-time career.

How Do I Get Started?

- Attend an All About Internships workshop.
- View our virtual workshop at careers.ucr.edu/resources/online-workshops-and-resources.
- Create a resume and cover letter tailored to fit each position of interest.
- Learn from and network with former interns at our Former Interns Tell All panel.
- Utilize Handshake, LinkedIn, and other databases to search for internships.
- Attend any of our Career Fairs and Now Hiring Interns panels.
- Utilize your network and social media skills to find or create internship opportunities.
- Meet with a career specialist for additional insight and feedback.



I Have an Internship, Now What?

- Protect yourself by documenting your experience and setting clear expectations.
- If you're not seeking academic credit, submit a Learning Agreement form.
- Forms are available at careers.ucr.edu/students/internship#suggested_documentation.
- If you're seeking academic credit, complete an Internship Placement Form found at careers.ucr.edu/students/internship#how_do_i_receive_academic_credit and be emailed an electronic 198-i form to complete.
- Please note that academic credit will require approval from your academic department.

Make the Most of Your Internship!

- Be curious. This is a learning opportunity.
- Think of it as an extended interview—go above and beyond!
- Identify areas for improvement and speak with your supervisor to see if you can do a special project!
- Network and build connections by discussing your career goals with colleagues.
- Be sure to get a letter of recommendation at the end of your internship.
- View our recorded *Maximizing Your Internship* workshop at careers.ucr.edu/resources/online-workshops-and-resources

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (08/23)