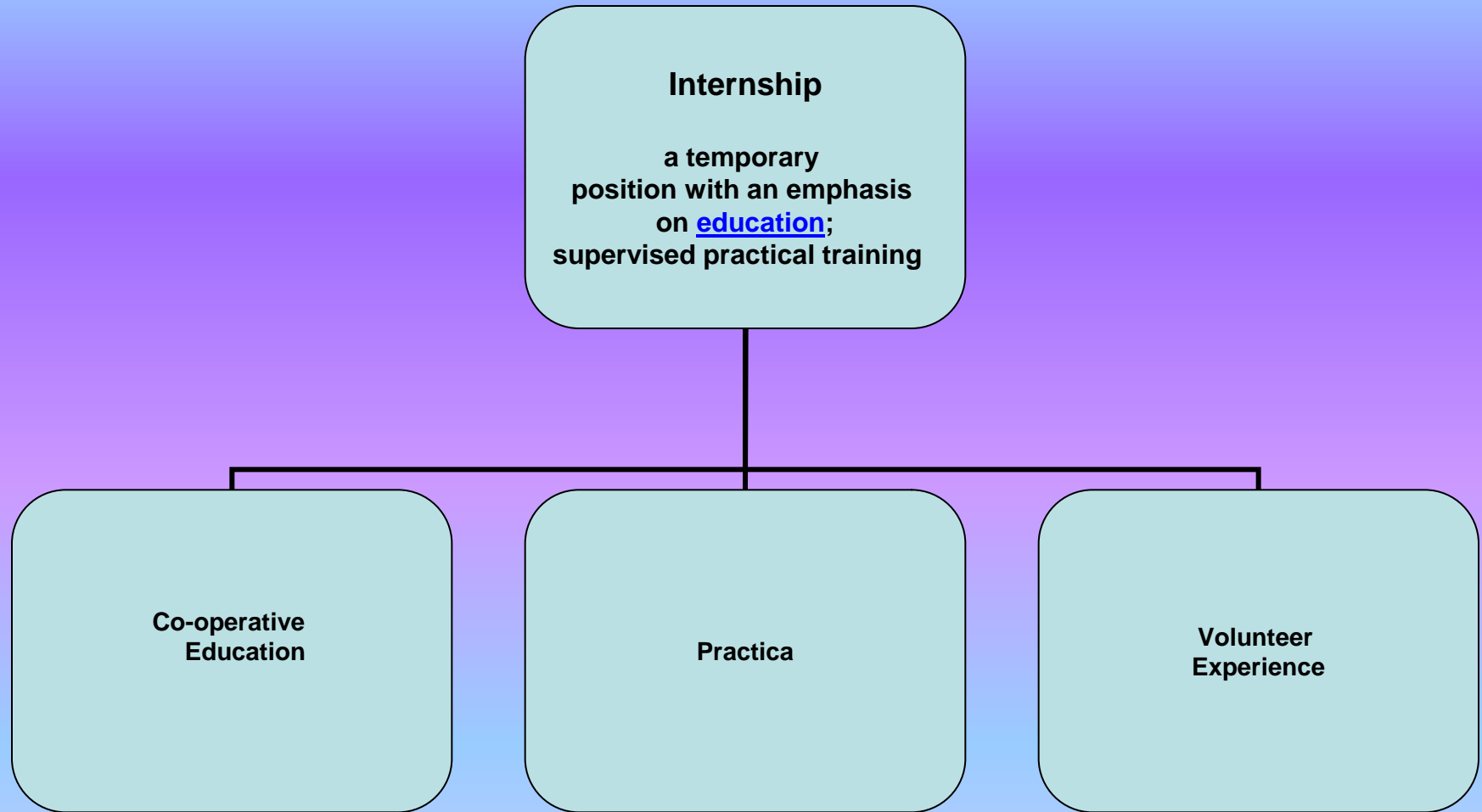


Internships...

Montclair State University
Center for Career Services and
Cooperative Education
(973) 655 - 5194

Terminology...



What is an Internship?

- A career-related work experience providing practical experience in your chosen field.
 - Some internships are offered by employers directly and some are through the school.
 - Some offer pay, but some do not.
 - Academic credit may be available through your major.



What is a Co-op?

- A structured practice-oriented experience that is supervised by a faculty member and coordinated by your coop director.
 - One type of an internship.
 - Usually completed by the student over one semester.
 - Provides academic credit.



Who is my Coop Director?

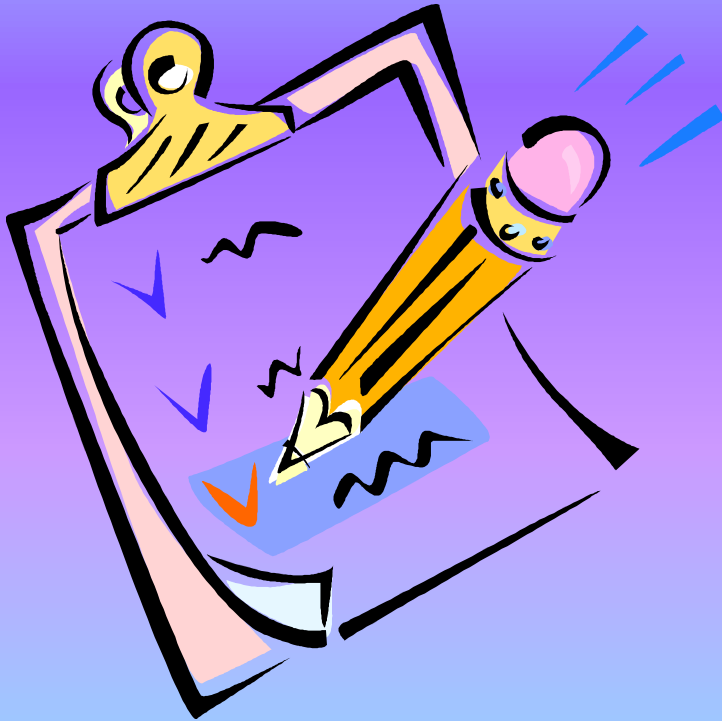
<http://www.montclair.edu/CareerServices/myadvisor.html>

What is a Practicum?

- A one-time work experience that is part of an academic class.
 - Most are not paid but some may be for academic credit.
 - Tend to be of briefer duration than an internship or co-op.
 - Mainly Graduate Students



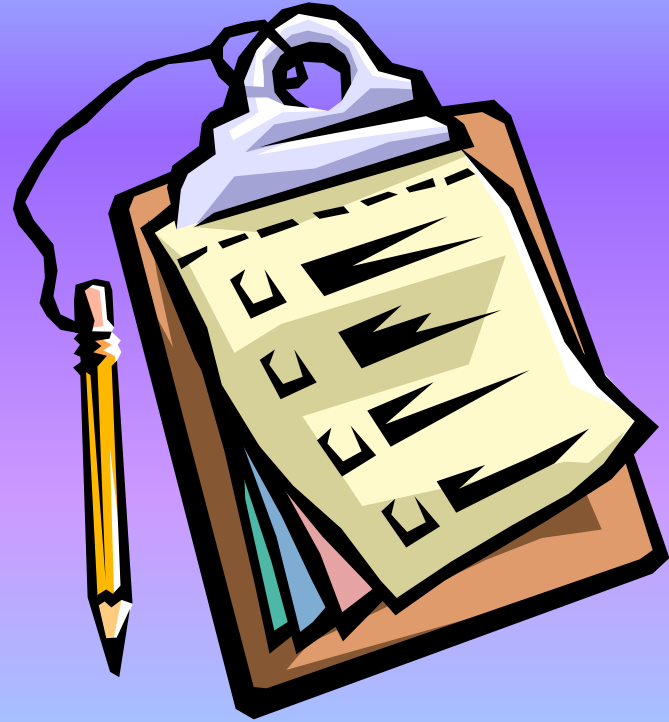
Benefits to students...



- Gain valuable work experience in your chosen major field.
- Get help deciding if your current career choice is right for you.
- Learn skills that you can use for your future.
- Possibly earn academic credit.

More benefits

- Develop a network and work references for future employment.
- Develop confidence and learn how to interact with people in a professional manner.
- Have the opportunity to apply classroom skills and knowledge to on-the-job experiences.



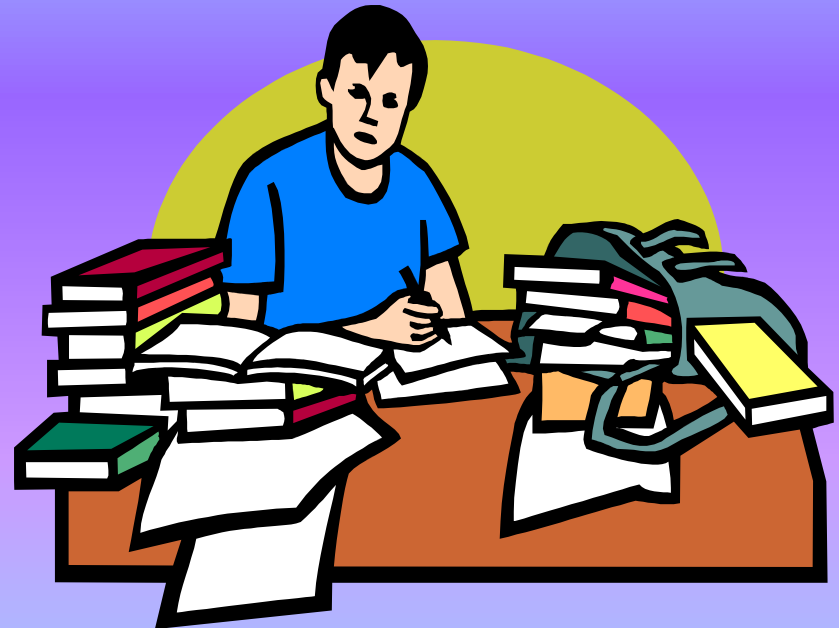
Benefits to employers....



- Have the opportunity to observe the potential of future employees without the obligation to hire them full time.
- Get short-term projects finished.
- Work with motivated people.

Getting started...

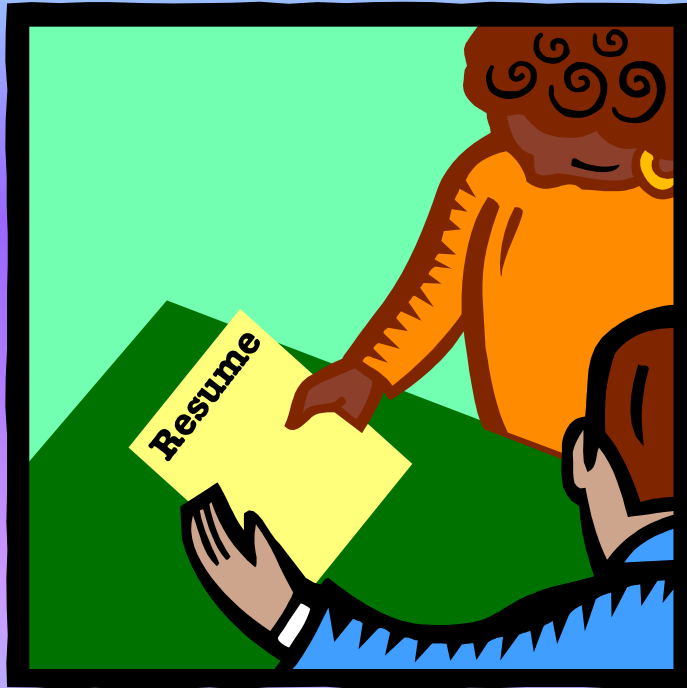
- Begin planning your internship at least a semester before you want to begin.
- Think about what you would like to gain from this experience and what you can offer:
 - Can you volunteer or must it be paid?
 - What skills would you like to develop?
 - Can you leave home if the internship will provide a wonderful opportunity?



Check out these internships!

<http://www.montclair.edu/CareerServices/student services/parttime.html>

Getting started cont...



- Come to Morehead Hall and watch the "Who We Are" presentation.
- Come to a employer-led workshop to learn to write your resume.
- Bring your resume to the Center for Career Services and Cooperative Education for guidance and critique.

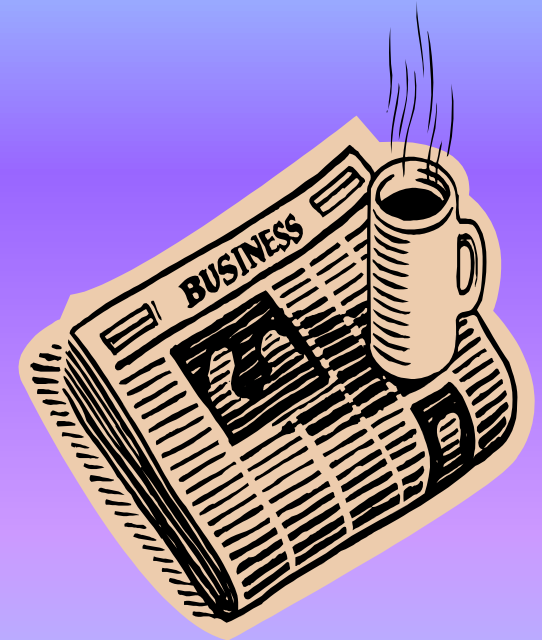
Drop-In Hours:

Monday: 5-6:30pm

Tuesday, Wednesday and Thursday: 2-4pm

Identify possible internships

- Visit the *Center for Career Services and Cooperative Education* for internship postings and books that list internships.
- Visit the *Career* web site to identify sites that list internships.
- Use *Career Directions*-- Employers list their internships along with full and part time jobs.
- Talk with family, friends, professors, and classmates to network.
- Read newspapers (classified section and articles about company changes, events).
- Attend *Career Fairs* to speak directly with company representatives.



More tips on identifying internships

- Research companies and organizations that are in your field online, verbally, and via newspaper
- Use the Internet
 - Do a Google search on internships in your interest area.
 - Visit internship web sites such as
 - www.internweb.com
 - www.internjobs.com
 - Search for the word "internship" on Twitter.
 - Check out the Vault Career Library on our website.



More tips on identifying internships cont.

- Use the websites of professional associations in your field.
- For example:
 - The American Political Science Association offers internships at www.apsanet.org/content_1517.cfm
 - The American Society for International Law offers internships at www.asil.org/internships.cfm
 - The National Association of Black Journalists offers internships at <http://www.nabj.org/?page=internships>
 - The International Bar Association offers internships at http://www.ibanet.org/Education_and_Internships/Legal_Internship_Programme.aspx#availability

Internship examples

Biology Research Internship www.internweb.com

Job Description: The Whitney Laboratory offers training in marine biomedical research and biotechnology to students interested in exploring a career in science. Get hands-on research experience using new techniques of cellular, molecular, and neurobiology. Students choose a project which fits with ongoing investigations and can be completed within the ten to twelve week training period. Facilities include labs, offices, aquarium rooms, darkroom and graphics area, a library, and a conference room. Computer and electronics services also provide support for academic research. Campus housing.

Journalism Internship www.internjobs.com

Job Description: Participate in the Institute on Political Journalism. Intern with a major news organization in the DC area and meet top journalists at exclusive meetings. The 7-week curriculum also includes two 3-credit courses at Georgetown University. Participants will attend weekly lectures at the National Press Club and regular briefings at sites such as Congress, the State Department and the White House.

More internship examples

Assistant Finance Manager Internship www.internjobs.com

Job Description: Unpaid. You must work at least 20 hours/week for 15 weeks. Assist in tax return preparation and tax planning; bookkeeping; invoicing accounts; managing accounts receivable and payable; reviewing expense reports and making financial recommendations.

Qualifications: Interest in finance. Excellent communication skills, discrete, trustworthy, good judgment, and goal-oriented. Working knowledge of MS Word, Excel, Internet and email. Knowledge of Quickbooks and Access preferred.

Counseling Internship www.internjobs.com

Job Description: Joint Action In Community Service (JACS) is a non-profit organization working to empower youth to become responsible, self reliant adults. Our internship offers the unique experience of close, personal interaction with youth who have made the decision to change their life situations from "at risk" to independent. JACS staff, volunteers, and interns assist 16-24 year old former Job Corps students and offer assistance such as: guidance in the day-to-day world of work, referrals to additional education and training, assistance in setting up an apartment, and advice regarding personal problems. This internship offers the opportunity to work in a non-profit work environment, learning case management skills, and database systems.

Internship examples cont.

Washington Center <http://www.twc.edu/>

The Washington Center offers internships and academic seminars for all majors in Washington, D.C.

The Washington Center's unique and comprehensive **internship program** and **academic seminars** enable college students to take full advantage of the resources of Washington, D.C. for academic credit! (The academic credit is coordinated by your college; you must therefore visit with your campus **liaison** or faculty supervisor.)

Whatever your major is, the Washington Center will find you a suitable internship placement. They also offer state of the art **housing** and **financial assistance** to applicants who meet eligibility criteria.

Helpful internship websites...

General Internship Sites

- www.inroads.org
- www.internjobs.com
- www.internweb.com

Government Internship Sites

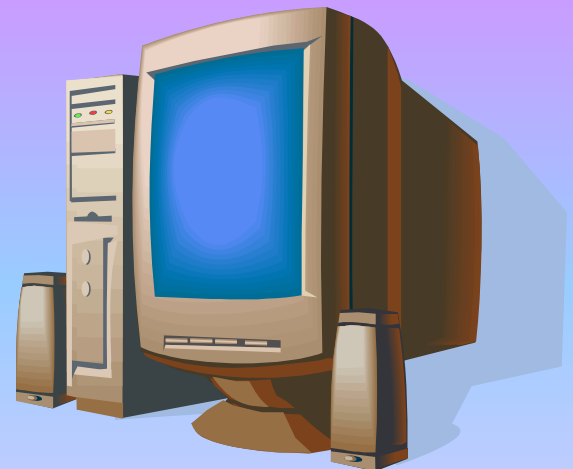
- <http://www.Usajobs.gov/studentjobs/>

Volunteer Internship Sites

- <http://www.volunteermatch.org/>

The Washington Center Site

- www.twc.edu



Thank you and Best of Luck! for further assistance....

- Visit our website at:
www.montclair.edu/careerservices
- Visit the Center for Career Services and Cooperative Education on the 3rd floor of Morehead Hall.
- Call the Career Office, (973) 655-5194 for general information or make an appointment with a Career Counselor.