

# 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 effective 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](https://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, CareerShift, 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](https://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](https://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.
- Attend a *Maximizing Your Internship Experience* workshop to learn how to leverage your internship experience.

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. (09/21)