



# Alumni Internship Program

Student Toolkit

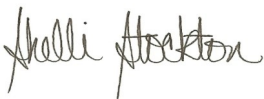


# Internship Benefits

We know that one of your great interests as UR students is to develop practical job skills alongside your liberal arts academic experience while you're here in college. A summer internship is one of the best ways you can get this critical so-called 'experiential learning' opportunity.

To provide more students with this opportunity, the Office of Alumni & Community Relations is excited to begin a new, alumni-based, summer internship program. We hope you will consider applying for one of the internships alumni and friends have offered. They are ready and willing to assist the next generation of Bulldogs by providing you the opportunity to be a part of their organization next summer.

Please take a look at this outline and let us know if you would like to be a part of our inaugural year.



Shelli Stockton  
Director, Alumni & Community Relations

## **Benefits of Participating in an Internship Program:**

- *Networking*  
The more people you meet, the bigger your network will be when it comes to job prospects.
- *Soft Skills*  
Soft skills such as analytical thinking, verbal and written communication, and leadership are key to building relationships, being adaptable, and building a collaborative work environment.
- *Resume Building*  
The skills you learn in a real world environment before graduation will be able to be applied to your resume, increasing your job prospects.
- *Self Confidence*  
You will gain self confidence once you have work experience which will prepare you for future interviews and positions.
- *Find Future Employment*  
According to National Association of Colleges and Employers (NACE), 35.3% of employers' full time, entry level college hires came from their internship programs.

## Internship Requirements for Student

**Students interested in applying for an internship must meet the following:**

- An undergraduate of the College of Arts & Sciences between their junior and senior years.
- GPA of 3.3 or higher.
- Will not receive academic credit.
- Will provide own transportation and housing.
- Will complete two career development courses prior to applying with the on campus Office of Professional Development.

Topics include professional assessments, networking, internship and employment strategies, resumes and cover letters, interviewing, graduate school planning and personal statements.

- Have an updated, active, and professional profile on Handshake and LinkedIn.

## Internship Requirements for Employer

**Organizations offering an internship agree to the following:**

- Timeline
  - Summer 2018 (late May-late August)
  - 8-10 Weeks
- Pay

Paid internships allow more students to participate. Not all students are able to work and not be paid, no matter how great an opportunity it is to work for the organization.
- Inclusivity within the Organization

The intern attends staff meetings, has his/her own workspace, and feels a part of the organization. When an intern fully participates in a role, he or she will benefit the most from the experience.
- Feedback

The supervisor will be required to offer feedback during and after the assignment so we and the intern have a better idea how he or she performed and how our program can be improved.

# How to Have A Successful Internship

## **Punctuality**

- Show up early to prove that you are enthusiastic for the position and determined to work.

## **Be Social**

- Display good social skills such as eye contact and polite etiquette.
- Avoid letting the conversation fall into controversial or inappropriate topics i.e. politics, religion, etc.
- Don't use your phone to text or social media while on the job.

## **Emails are Everything**

- Always respond promptly to work-related emails.
- Begin drafting the email by addressing the person with Mr./Mrs./etc. and their full name.
- Be concise and to the point; check to make sure everything is spelled correctly and that you use proper grammar.

## **Display Good Phone Etiquette**

- When leaving messages, be clear and include your full name and a callback number.
- Take good messages; first and last name, time and date the person called, and why they called.
- Don't be afraid to call again at a later time.

## **Be Proactive**

- Be sure to take notes and ask questions.
- Actively engage with the other co-workers.
- Learn more about the company itself; discover how it operates, what its goal is, and how it plans to achieve them.

## **Remain Flexible**

- Your job might not be the same as priorities change.
- Be willing to take on new tasks and take on more responsibilities as you progress through your job.

## **Respect Client Privacy**

- Don't share client information, or discuss it outside of the work place.

## **Communicate with your Supervisor**

- Receive feedback regularly, and meet with your supervisor weekly.
- Don't be afraid to address any concerns you may have.

## **Dress for the Part**

- Remain professionally dressed until you get a sense of the office culture.
- Keep your hair, jewelry, and makeup conservative.

## **Show Gratitude**

- At the end of your internship, give a thank you note to your supervisor to show your appreciation.

## Supervising

The alumnus may not be the supervisor of the intern. Many companies already have an established internship program with a supervisor. Our alumnus will be our connection to the internship but not necessarily in contact with the student.

## Contact

If you are interested in applying for an intern position, or need more information, please call Mary Littlejohn, Assistant Director of Alumni & Community Relations at 909-748-8145 or email [mary\\_littlejohn@redlands.edu](mailto:mary_littlejohn@redlands.edu).

## References

Woodard, E. (2015). *The Ultimate Guide to Internships: 100 Steps to Get a Great Internship and Thrive in it*. New York, NY: Allworth Press.

[www.internships.com](http://www.internships.com)

San Diego State University Career Services Office

[www.monster.com](http://www.monster.com)