

Student Intern Guide

What all Students Need to Know about NSU
Career Services Non-Credit Internship Program

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CAREER SERVICES



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Services offered by NSU Career Services

- One-on-one Career Counseling
- Career Assessment
- Free Business Cards & Resume Paper
- Resume Critiques
- Internship Assistance
- Practice Interview & On Campus Recruitment
- Walk-In Wednesdays
- Job Search Data Bank
- N-Link Alumni Network
- Employer Networking
- Informational Workshops on Career Preparation



So what exactly is an internship??

An internship is a great way for students to explore new career opportunities. Typically, an internship is a short-term work experience related to your major or career goals. In short, an internship provides students an opportunity to:

- “test” the waters in a career field
- apply skills and knowledge learned in the classroom to on-the-job-experience
- gain practical experience in a chosen career field
- identify strengths and weaknesses
- network and develop important career contacts in the business world
- acquire work experience to list on resumes and employment applications



Internships can be paid or unpaid, part-time or full-time basis during the academic year or summer months.

Non-Credit Internship

A non-credit internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Although internships vary widely from organization to organization, some common characteristics include the following. An internship:

- Is a time-limited experience that usually lasts about three months and occurs during the fall, spring, or summer semesters?
- Is generally a one-time experience.
- May be part-time or full-time.
- May be paid or non-paid.
- Is different from a short-term job or volunteer work and has an intentional “learning agenda” in a structured work environment.
- Includes learning objectives, observation, reflection, evaluation, and assessment.
- Has an existing employee working in the department/position to mentor and supervise the intern.
- Seeks to establish a reasonable balance between the intern’s learning goals and the specific work tasks of an organization.
- Promotes academic, career and/or personal development.

What should you do before you start??

Take some time to examine yourself and your goals! Now is the time to make some decisions. Ask yourself the following questions:

- Why do I want to complete an internship?
- What type of learning experience am I looking for?
- What is my Career Goal?
- What can I offer an employer?
- What skills do I need to develop or improve?
- How will an internship assist me with my future plans?
- Where do I want to Intern?
- When do I want to complete my internship? Summer, Fall or Spring
- Do I want a part-time or full-time internship?
- What jobs or volunteer experiences have I had and which did I like or dislike?
- What contacts do I have in the field I want to intern?

What Internship Resources Are Available??

Finding an internship requires some research and planning; therefore, it is recommended to begin the search process one semester in advance. Summer internships normally have deadlines as early as September or October.

Finding an internship can be accomplished using a mix of tactics. Some of these strategies include:

Activate your NSU Career Services Account

Your NSU Career Services Account allows you to receive part-time, full-time and internship job opportunities. You must upload resumes, cover letters and supporting documents in order to apply for internships online.

NSU students currently enrolled are pre-loaded to the Career Services Account. If you have never logged in to your Career Services Account, you will need to activate your account.

- Visit nsuok.edu/careerservices
- Click on Students from the left menu bar
- Click Login, then Student Login
- Enter your pre-assigned username and password. If you have misplaced your password, you may click on the Forgot Your Password link on the webpage.

Create a network list:

A network of contacts can be one of the best ways to learn about internship opportunities. Whom should you include when creating your contact list? Career Services staff, faculty, academic advisors, family and friends; let everyone know you are seeking an internship opportunity.

Research Companies:

Research websites for possible internship opportunities listed on the company's website, or contact the Human Resource Department for the company to inquire about internships. Your NSU Career Services Account also contains an employer listing that can serve as a resource when searching for internships.

Create Your Resume:

Develop a professional resume that includes any relevant coursework and/or accomplishments, organizations you may belong to, and work experience. Have Career Services review it for suggested enhancements.

Internship Check list

- ✓ Compile a list of your **interests** and determine what you may be able to contribute.
- ✓ **Research** organizations that need your skills and determine those of interest. You may use websites, people, career events, books, etc.
- ✓ Match your **skills** to the organization's desired skills.
- ✓ You have built your network; now **strengthen** it to help you learn about your field.
- ✓ Create a professional **resume and cover letter** that showcases your skills, qualities and knowledge, and then submit to companies of choice.
- ✓ **Follow-up** with the employer to ensure they received your resume and application.
- ✓ Obtain professional attire for networking and interviews. **"Dress for Success"**.
- ✓ We highly recommend that you schedule a **practice interview** with Career Services to prepare for interviews.
- ✓ Before **accepting an offer**, remember, based on the number of companies with whom you have interviewed, you may be extended multiple offers. You may have to take a risk and accept a position before hearing back from your top picks.
- ✓ **Commit** to the agreed upon work schedule.

PLEASE NOTE: Notify Career Services of your internship offer by scheduling an appointment with the Internship Specialist to complete the **NSU Non-Credit Internship Contract**. You, the employer, and Career Services must complete the contract.

Northeastern State University Non Credit Internship Contract

All sections of this contract MUST be filled out completely in order to be approved. You may type within this form.

Student name _____ Student ID number: _____

Campus address _____

Cell phone _____ Major(s) _____

Current Standing: Sophomore _____ Junior _____ Senior _____ Graduation Year: _____

Employer _____ Phone number _____

Address _____

On-site supervisor _____ Supervisor's title: _____

Supervisor's e-mail address _____

Term of internship: Fall _____ Spring _____ Summer _____ Paid: Yes No If so, how much: _____

INTERNSHIP OBJECTIVES: It is important that tangible, specific and measurable objectives be established. A brief description of the established objectives by the student and on-site supervisor are as follows: (attach additional sheet if needed)

A. _____

B. _____

C. _____

Number of internship hours per week: _____ TOTAL internship hours for the entire semester: _____

Employer Intern Meetings for feedback, evaluation of progress and projection toward the remaining part of the term will be held bi-weekly on the following dates: _____

SUPERVISION AND CONTROL OF WORK: All parties agree that the employer sponsor will supervise the work of the student intern undertaken pursuant to this internship and that the employer sponsor will be responsible for the service or product provided to its clients or customers.

Signatures of Approval

Please print and obtain the signatures in the order in which they appear below.

Student – By signing I also understand that this is not required for my program and will be used solely for gaining work experience within my area of study.

Student Signature Date: _____

On-Site Supervisor Date: _____

Career Services Internship Specialist Date: _____

Northeastern State University Career Services Post-Internship Reflection Form

This form must be filled out and submitted to Career Services before the student can receive co-curricular transcript notation

Name (required)

Student ID (required)

Internship Site

Academic Major (required)

Semester /Year (required)

Note: Answers for questions below are limited to 3000 characters each.

1. What were your internship duties and responsibilities? (required)

2. Discuss how you achieved each learning goal as specified on your contract. (required)

3. Did you have a sense of fulfillment in the work you did? (required)

4. What was difficult about the internship? (required)

5. Discuss an accomplishment you are proud of at your internship.

6. What was the most valuable about your internship? (required)

7. Did you network with any professionals that you can contact in the future?

8. Would you recommend that other students do an internship to gain experience? (required)

9. Did this experience direct you in any career decisions? (required)

10. Could we contact you in the future to help promote internships at NSU? (required) YES No

Contact information:

Did the company extend an offer of employment? YES NO

Did you accept an offer of employment with this employer? YES NO