

THE INTERNSHIP PROCESS



XPD - Experience & Professional Development empowers students to connect their aspirations with opportunities and translate their liberal arts education to achieve meaningful personal and professional lives. Internships, for-credit or not, are important means for students to do just that, by exploring an industry, doing relevant tasks on-site, reflecting about connections between their work and the classroom, and connecting with a professional network.

This advising sheet is intended for faculty to use during advising conversations, as well as for students to use on their own as they seek out internships. XPD also offers one-on-one appointments to help students connect with meaningful experiences!

SELF-EXPLORATION

To find an internship that fits, create a statement of intent outlining why you want an internship. Consider the following:

- I am someone whose strengths are... (four words or top strengths, e.g., organizational skills)
- I am someone who loves... (three things you love to do)
- I am looking for an internship because... (three reasons here, e.g., to earn money, to gain experience)
- From an internship, I need... (three things you want from the internship e.g., to build skills)
- My skills include... (three things you're able to do)
- I value... (two things that are important to you, e.g., a supportive environment)
- I am someone who would like to explore a career in the field of...
- I can build internship experience around classes or topics of interest such as...

SEARCH STRATEGIES AND TOOLS

- Use online resources to search for internships, including [Handshake](#), [Indeed.com](#) and [GoinGlobal](#)
- Network! Create/update your LinkedIn profile and join the [CSB/SJU Career Connections Group](#) (Bennie/Johnnie group) or online resources like [MANGO Connects](#) which allows you to organize each contact in your network and help you draft and revise your emails to contacts
- Keep a log of internship deadlines and applications you've submitted
- Explore the CANE database and set up informational interviews with CSB/SJU alums
- Go to [Connections XPO](#) and [related events](#) to start growing your network; (Numbers Night, Job/Internship Fair, Analytics/Numbers, Working with Youth)
- Research and apply for [experience-based programs](#) (Jackson, CELA, MPR, etc.) as well as international summer internships programs (Balkans, Germany, and London)
- During your sophomore year, apply for the [SEAM program](#) and job shadow a CSB/SJU alum to explore new companies and internship sites
- Explore where students have interned in the past by looking at the "[Internships by Major](#)" and "[Internships by Fields](#)" section on our website
- [Create your own](#); if you can't find one posted that you want – seek out your own opportunity with a company. Contact XPD for how-to's.

*The interactive version of this handout can be found at: www.csbsju.edu/xpd/faculty

TO DO

- Talk with a faculty advisor/department chair about how your internship could help to fulfill graduation requirements.
- Complete a free assessment of your skills (StrengthsFinder, Strong Interest Inventory, MBTI, and Enneagram).
- Get prepared; review your resume with an XPD Career Assistant.
- Meet with an XPD Career Coach to talk about interests in your field.
- Network! Reach out to family or friends about potential internships/job shadow connections they might suggest.

CSB OFFICE

Clemens Library
320-363-5707

XPD – EXPERIENCE & PROFESSIONAL DEVELOPMENT

www.csbsju.edu/xpd
Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

SJU OFFICE

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CREATING GOALS: INTENTION

Setting intention, or direction, for your internship experience is the best way to ensure that you meet goals you set out to achieve during the internship, self-exploration phase. Broadly, XPD encourages students to consider Doran's S.M.A.R.T. Goals framework, as well asking yourself what kind skills do you want to learn and how will you do that? As you brainstorm goals, be sure to connect with your faculty moderator to ensure that goals are course related. You should also review goal ideas with your site supervisor to gain their support and ensure that goals are realistic and achievable for your site.

Note that goals should begin with the word "to" (e.g., to understand more about how to successfully engage children receiving services at a Behavioral Health Clinic, so that I can further understand psychological development). Goals should also include a list of intended outcomes to demonstrate how you'll know you were successful (e.g., Throughout my internship, I will observe my site supervisor in practice, then discuss differences and effectiveness in the techniques I read about. Then, I will present my findings on differences observed at my internship at Scholarship and Creativity Day.)



Personal Goal:

- To learn to be more organized, to better manage your time, to be more assertive, to develop more self-confidence.

Professional Development Goal:

- To explore and test a possible career choice, a specific career, a type of organization, etc.

Sample Goals by Academic Department:

- **(Accounting/Finance)**
To gain knowledge of the operations and services provided by a community credit union, and to gain a sense of how this differs from a commercial bank.
- **(Sociology/Psychology)**
To better understand the needs of homeless individuals and families and determine whether I want to pursue a career working with the homeless on a full-time basis.
- **(Biology)**
To gain a clearer understanding of the specific skills and personal characteristics needed to be successful in management in a large hospital.
- **(Theology)**
To apply my knowledge and understanding of theology from my classes to a concrete setting of parish youth ministry.

TO DO

- Create a learning contract with your faculty moderator for academic internships.
- Reach out to your onsite supervisor to set expectations.
- Start having conversations around professional development and shadow at least one person who has a career of interest.

CONNECTING YOUR INTERNSHIP: REFLECTION

Take what you've learned in the classroom and connect it to professional development and your experience at the internship site.

- Submit required reports for credit-bearing internships. For others, ask for feedback from your supervisor on the work you are doing, especially mid-way and at the end of the experience.
- Journal weekly about people you are meeting and what you are doing/learning as it relates to classes you've taken and past work experience. This will help your resume afterward.
- Follow up and maintain connections made at internship worksite; send thank you's to connections