Reasons to get an internship

1. Test drive different career options
2. Gain hands on experience
3. Apply your coursework knowledge to the “real world”
4. Build a professional network
5. Increase your marketability for future jobs and graduate school

How to land an internship

1. Research Your Career Interests
   Narrow your career interests before you begin your internship search in order to target internships based on your major or career goals. There are a multitude of internships and they vary greatly for every career field.

2. Seek Internship Advice
   Stop by the Career Center during our Drop In Advising hours (11am-3pm during the school year) or make an individual appointment with a counselor to (1) Discuss your personal career goals (2) Ask specific internship questions and (3) Develop an action plan to start your internship search.

3. Begin the Internship Search
   Utilize a variety of methods and resources to help you with your internship search.

4. Prepare to Apply
   Research the requirements and the application process for every internship you want to apply for because these may vary. You will most likely need to create a tailored resume and cover letter.

5. Practice your Interviewing Skills
   Participate in a one-on-one Practice Interview and receive feedback from a trained professional to help you improve your chances of landing the internship.

Maximize your Internship

1. Make sure the internship is project-based and you are obtaining meaningful work experience.
2. Deliver high quality work and strive to exceed expectations.
3. Develop mentor relationships with professionals across the organization.
4. Take the initiative to seek additional responsibilities when you have completed your work.
5. Maintain your network after the internship is over for future referrals and letters of recommendation.

Internship Questions?
If you have internship questions, schedule an appointment with an Internship Coordinator!

Internship Search
• Handshake Job & Internship Listings
• On-Campus Interview (OCI) Program
• Career Fairs
• Networking
• Company Websites
• Internship Search Engines
• Career Center Internships
• UCI Internship Programs

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Evaluating an Internship

Does the internship have a defined beginning and end? Yes _____ No _____

Is the supervisor experienced in the area in which you are working? Yes _____ No _____

Is there a clear learning component(s) to the internship? Yes _____ No _____

Are the skills you will gain from the experience applicable to future employment? Yes _____ No _____

Will the resources necessary for the internship be provided by the host organization? Yes _____ No _____

Is there a feedback/evaluation process? Yes _____ No _____

Is the internship paid? Yes _____ No _____

If unpaid, does the company have at least one person in a full time role similar to your internship? Yes _____ No _____

If you answered no to any of the questions, take a moment to think about how valuable this component is to you. If you are unsure, Internship advising is a good place to get additional information and insights.

Career Center Internship Programs

UCDC Internship Program
A summer internship program that allows you to Live, Learn, and Intern in our nation’s capitol.
For more information go to http://www.ucdc.uci.edu/

Sacramento Internship Program
Offers career-related internship opportunities in public service, while providing a UCI presence in the state capital.
For more information, go to http://www.statecap.uci.edu/

Peer Consultant Internship Program
An academic year long internship program where students help fellow students with their career, resume, interviewing, job search, academic major, and graduate school concerns through one-on-one drop-in advising.
For more information go to http://www.career.uci.edu

UCI Internship Programs
Visit “Find a Job or Internship” > “UCI Internships” on the student section of our website to find information additional UCI Departments that have internship programs.
www.career.uci.edu