



What is an Internship?

An internship is any career-related work experience of limited duration in which an individual takes on responsible roles outside of the traditional university environment: in a non-profit organization, a government office, or a for-profit business. Programs can be structured or unstructured, as long as there is training and supervision involved. Positions may or may not be paid, and the student may or may not receive academic credit. Students can do internships during the fall, spring or summer terms.

The Benefits of Doing an Internship

Internships may offer an opportunity to:

- relate theory to practice--to apply what you have learned in the classroom to the "real" world. Internships allow you to do this in a protected environment, under supervision, where you may also be allowed to see a particular work setting from top-to-bottom while at the same time having your own specific projects to work on.
- obtain valuable self-knowledge. They offer an excellent way to try out your "fit" for a career area and work environment.
- obtain on-the-job experience attractive to employers seeking new professionals.
- make money.
- work and live for a short period of time in a new city or country.
- create a network or find a mentor in your career area.
- earn academic credit toward your degree.
- work full time for the company after you graduate.

Preparing for the Internship

It is highly recommended that you meet individually with the internship coordinator to identify the best means for you to find internship opportunities that meet your individual needs.

NOTE: Responsibility in finding an internship is **shared** by the internship coordinator and the student. The internship coordinator will guide you through your internship search and assist you with the following:

- Resume, cover letter, and interview preparation
- Advice, research assistance, contacts, and internship leads

More competitive internships have early deadlines so begin to research internships **two** semesters before you plan on working. Other resources in finding possible internship leads include:

- Speaking with your faculty advisor
- Making the most of personal contacts
- Utilizing resources in the career library.

FINDING AN INTERNSHIP

Marietta College has developed two databases that may assist you in your search:

- 1) An internal Internship Database housed in the Career Center (representing contacts from previous MC internships).
- 2) Internships.com (see “Especially For MC Students – Resource Section of website)
- 3) College Central (see “Especially For MC Students – Resource Section of website)

Please note:

You apply to the organizations directly. Organizations typically require a resume and cover letter. Call us to find out about services that will help you develop effective marketing literature.

While internships are most frequently done within your major, they need not. Often times, internship experiences may help you develop skills that bridge the gap between your major and a possible career choice. If you wish to do an internship that is not connected to your major, you will need to identify a professor in the discipline most closely connected to the internship you wish to pursue.

International students must meet with the Director of International Students and Scholars Office when planning to do any internship in the United States to ensure the necessary immigration paperwork is completed.