



Paid vs. Unpaid Internships

From a career building perspective, experience is experience, whether it is paid or not. Some industries, such as the financial and accounting fields, may offer an hourly rate or stipend for internships. Other industries, such as human services, often do not offer compensation.

Remember, any career related experience you obtain now will pay off in your future!

Credit or Not for Credit?

Credit

- You must be a junior or senior in order to obtain academic credit.
- Different academic departments offer hours of credit depending on the strength of the internship.
- This must be arranged **PRIOR** to the beginning of the internship with your academic department.
- If pursued during the semester, you pay no additional tuition costs. If pursued during the summer, you will be asked to pay tuition.

Not for Credit

- This would be similar to having a part time job— Fisher faculty would not be involved in your internship.
- An internship is valuable for the hands on experience it gives.

Where to Begin

- Talk with faculty members and Career Center staff to identify your professional objectives, career goals and appropriate internships.
- Get your resume ready by following samples on the Career Center's JobZone: <http://home.sjfc.edu/CareerServices/login.asp> and by attending a Career Center resume editing session offered daily.
- Begin to utilize all four internship search strategies (Academic departments, 'Internships' on the Career Center's JobZone, networking through the CARD System and asking companies of interest).
- Be sure to use all available resources offered at the Career Center to facilitate the internship search process, including mock interviewing and various events that bring recruiters seeking interns on campus. A list of Career Center events can be found at: <http://home.sjfc.edu/CareerServices/calendarofevents.asp>.
- Continue to check in with faculty members regarding industry specific questions. Remember, they have experience within your fields of interest and will know field and position related information, such as industry specific interviewing techniques.
- Keep your faculty advisor and/or Career Center staff updated on how your search progresses and share any concerns or successes!



All About Internships!



*Answering your internship questions:
Why should I get an internship?
Where do I find internships?
What do I need to know?
How do I get started?*

Brought to you by the Career Center



Putting it all together
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What is an Internship?

An internship is practical experience in the workplace within your field of academic interest. An internship can be:

- On or off campus
- Paid or unpaid
- Performed during the summer or academic semester
- For credit or not for credit

Internships enhance a student's candidacy for employment and graduate school by complimenting their classroom education with hands-on work experience related to their career goals.



How Do I find an Internship?

The four main ways St. John Fisher College students source internships are through:

- The academic departments
- The 'Internship' category on the Career Center's JobZone
- The CARD System
- Find an organization you really want to get experience with and ask



The Academic Departments

The faculty members in your academic major are a fantastic resource for you.

- Faculty know what types of fields and positions you can obtain with your major and the skills needed to be an attractive candidate.
- Faculty may have contacts, both alumni and community contacts, in organizations and companies you are interested in pursuing.
- Many departments keep a list of updated internships appropriate to a Fisher student's field.

Identifying Internship Positions on the Career Center's JobZone



On a daily basis, the Career Center receives internship postings from the Rochester community. All positions are posted within 24 hours on the JobZone website, <http://home.sjfc.edu/CareerServices/login.asp>.

The Career Center strives to build relationships with employers to source quality internships for St. John Fisher College students. Read requirements of internships closely and be sure to provide all documentation the employer is requesting. Keep checking the JobZone on a regular basis.

Networking Through the CARD System

The CARD (Career Alumni Resource Database) System is comprised of over 700 alumni and community volunteers that are excited to assist St. John Fisher College students in their career exploration.

One of the many areas they are invited to volunteer for is internships!

To gain access to the CARD System, students must:

- Have an updated resume edited by the Career Center.
- Stop by the Career Center to be enrolled.
- If enrolled through a class, you will receive an email within 24 hours.
- Receive instructions and tips on making your communications with the volunteers effective and professional.

Remember—you never know who you may be contacting, or how your paths may cross in the future, so be sure all communications are professional and appropriate. Any questions? Check in with the Career Center to review any initial correspondences or visit the JobZone for further tips on networking!

Find an Organization and Ask

If you are intent on a particular organization, ask someone that you already know within the company, or ask the Human Resources office if they might consider you for an internship position. Many companies do not advertise for interns because they do not want thousands of resumes, but would still love to provide the internship experience for a student. You never know unless you ask!