

Newhouse Career Development Center's

How To Find an Internship

1. ESTABLISH YOUR FOCUS

- WHAT DO YOU WANT TO DO – What industries are you interested in? What roles?
- LOCATION - Where do you physically plan to be? (You must have housing!)
- CREDIT - Do you need it to graduate? Can you afford it for summer?
- COMPLETE WORKSHEET – This will give you direction to keep the process from being overwhelming.

2. REVIEW EXISTING INTERNSHIP OPPORTUNITIES

- Begin by reviewing current and past internship on the CDC resources website(bit.ly/nhcdcreources), in Handshake, and in CDCNews/CDCGradNews.
- REMEMBER: Reviewing posted and past internships is the easiest and most obvious method. Competition will be greater for these positions as a result.
- Start to populate your **Internship Tracking Sheet** with opportunities.
- You may find that there are no existing opportunities. Don't despair! Review the Internship Timeline to see if you are looking too early!

3. IDENTIFY ADDITIONAL INTERNSHIP POSSIBILITIES/COMPANIES ON YOUR OWN USING:

- Careershift
- LinkedIn
- Industry magazines and websites
- Handshake
- Social Media: X, TikTok, Instagram, etc.

4. CONTACT COMPANIES or VISIT COMPANY WEBSITES TO FIND OUT:

- Does the company offer internships?
- What are the application requirements? (résumé, cover letter, writing samples, a particular major)
- Who is the contact person?
- Is there a deadline? If so, when is it? (usually the bigger the company, the earlier the deadline.)
- Where internships are available and do you need to specify a department?

5. APPLY TO YOUR INTERNSHIPS

- For summer internships (which are more competitive), you should have a final list of MORE THAN 15 internship possibilities with staggered "competitiveness" (think of your approach to college—not all schools were Ivy League!).
- Don't wait to the last minute to apply!

6. FOLLOW UP WITH and MAINTAIN CONTACT WITH COMPANIES

- Ask when an interview (virtual or in person) can be arranged
- Do NOT ask if the company received your application materials – it is annoying and doesn't provide you with any information on which to act. Instead, ask when interviews will be set up so that you have another date to check in. Then, mark your calendar to follow up.
- Contact each company every few weeks to stay "top of mind" – a postcard, a voice message, an email – to remind the company that you are interested.
- Always have a reason to be in contact other than "did you make a decision?" Send an updated résumé, an article of interest, etc.

THINGS TO REMEMBER...

1. Employers will ask you to submit a résumé and/or letter. Attend the CDC's "Résumé/Letter Writing" seminar to get detailed help on writing a resume and letter.
2. Internships vary greatly. While some require the student to get college credit, others offer credit as an option. For instance, broadcast internships almost always require credit while advertising and public relations agencies tend to be more flexible.
3. Internships are usually part-time, requiring, on average, 10 to 20 hours a week. This schedule allows for the student to get a paying job in addition to professional experience.
4. Many internships are offered year-round. Internships in the Syracuse area are often available during the school year. However, many students complete internship experiences during the summer months in their hometowns.
5. The majority of Newhouse majors can use up to three credits of internship experience to meet graduation requirements. Students can complete three one-credit internships, or one one-credit and one two-credit internship - any combination that does not exceed three credits.
6. **Newhouse students must have JUNIOR STANDING to be eligible to receive credit for an internship.** Students are considered to have junior standing as soon as they successfully complete their sophomore year. There are a few exceptions: Visit the Newhouse Undergraduate Advising Office in 316 Newhouse 3 or the Graduate Records Office in 330 Newhouse 2 for internship credit information and class standing.
7. Internships that are paid or taken for credit are not more prestigious than those that do not.
8. Internships taken during the summer for credit COST extra money. Students will be charged per credit and billed for tuition. Students interning for credit will also have a faculty advisor and performance will affect GPA!
9. You will be judged by your actions during the internship search. Employers will be observing your telephone manner, your written correspondence, and maturity. This will ultimately affect whether or not you are offered the internship. It's important to be focused and professional during the search process.
10. Don't be afraid to ask if a company will accept an intern, even if it's never had one before. You could be the start of something beautiful.
11. Finding an internship requires thinking on your own. There's no better practice for your job search.

