

## What is an Internship?

- Any position that allows you to gain meaningful experience can be called an internship.
- Look for internships in fields that interest you.
- Cooperative Education (Co-op) is an excellent form of internship for some majors.

## Where Can I Look for an Internship?

- Check with your advisor, professors, and other people in your network and tell them that you are looking for an internship. Ask them for suggestions or about different opportunities.
- Research possible companies or organizations that may offer internships. Many government organizations and companies offer summer and semester internship programs.
- Use the Hire System at HireOSUgrads.com to look for internships. Also, do internet searches and check the newspapers.
- Talk to a Career Consultant about opportunities in your areas of interest.

## Other Details:

- Check with your advisor to learn if an internship can be counted for credit or if one is required to graduate.
- Sometimes internships are not paid. Consider how beneficial the internship experience will be or if it might lead to a full-time position after you graduate.
- Lengths of internships differ. Some may last three months during the summer. Others may be for an entire semester or year. Check the details of the internship program for which you are applying.
- Internships are available in many cities, states and countries. Consider all your options.

## What You Need to Apply:

- Well-written, professional résumé and cover letter
- List of references
- Strong interviewing skills
- Knowledge of the organization

## What do I do after I receive the Internship?

- Act like a sponge! Learn everything you can in your internship.
- Learn the names of everyone you meet.
- Circulate your OSU business cards.
- Show the entire organization your capabilities and offer to work on or lead projects.
- Be proactive and fulfill the needs of the organization.
- Act professionally, including how you dress and speak. Most companies have dress codes; learn those before you go into work.
- Keep in touch with everyone you met. This is an important part of networking.
- Reflect on what you learned, what you liked about the work you were doing and what you were not fond of. This helps you grow as a professional and can show you what you might like to do in the future.