

**Le Moyne College
Office of Career Services**

INTERNSHIP INFORMATION - OPTIONS FOR STUDENTS

The word internship is used by students, faculty and employers to describe out-of-the classroom work-place based experiences. However, internships can take different forms. They can be formal, closely tied to the College and involve structured learning and academic credit. Other times they are “informal”, not tied to the College (unknown), with no structured learning activities or academic credit. The table below and on the back of this sheet outlines the differences between **FORMAL** and **INFORMAL** internships. Summer internships can be either FORMAL or INFORMAL internships, though more often they are INFORMAL, pre-professional work experiences.

FORMAL (ACADEMIC CREDIT) INTERNSHIPS

Type	A. <u>Department-Based</u> - Most departments at Le Moyne offer an internship program, associated with the course number 490, etc COM 490, SOC 490 BUS 490	B. <u>Formal-Off Campus</u> - examples include Washington Center Program, NYS Assembly, NYS Senate, Marist College Media Internships, Fordham Univ. NYC Summer Internship Program, University of Dreams
Coordinated By	Departments/Faculty	Organizations’ Program Coordinator
Internship Site Leads	Usually provided by department/faculty, Based on sites of previous interns	Usually provided by organization Based on sites of previous interns
Structured Learning Activities	Yes – Can include learning contracts, seminar meetings, presentations, papers, journals, projects, portfolios	Yes – Can include learning contracts, seminar meetings, presentations, papers, journals, projects, portfolios
Program Supervision	Yes – Provided by department’s faculty intern coordinator	Yes – provided by organizations’ internship coordinators
College Insurance	Yes	Yes
Semester Schedule	Yes – Fall, spring or summer session duration	Yes – Fall, spring or summer session duration
Paid/Unpaid	May be either but usually unpaid	May be either but usually unpaid
Other Info	Usually relatively easy for students to secure a site	Usually relatively easy for students to secure a site

INFORMAL (NON-CREDIT) INTERNSHIPS

Type	C. <u>Informal Internship</u> . When these are paid they are sometimes called “pre-professional work experiences”	D. <u>Non-credit Outside Organization</u> . Examples include INROADS, SEOP, Project ION
Coordinated By	Individual company or organization. Students secure on their own. Can receive leads through Career Services Office	Organizations’ Program Coordinator
Internship Site Leads	Can be found in many places but no one place. Community based internships sites, college career offices, subscription web sites, directories, organizations’ web sites, word of mouth are all potential sources of leads	Usually provided by organization
Structured Learning Activities	No. Usually there are no learning contracts, seminar meetings, presentations, papers, journals, projects, portfolios	Sometimes there are seminar meetings, or presentations
Program Supervision	No. The only supervisor is the workplace supervisor	Sometimes provided by organizations’ internship coordinators
College Insurance	No But generally covered by organizations’ insurance	No. May be covered by organizations’ insurance
Semester Schedule	No. More often companies look for interns for a longer period of time than a semester, if they are paying them. May be just for the summer though	No. Most often these are summer programs
Paid/Unpaid	Companies, by law, should always pay informal interns. Government and not for profit may pay or have interns on a voluntary basis	Almost always paid
Other Info	Sometimes relatively easy for student to find a site, other times, particularly the summer – can be competitive	These programs are relatively competitive May be targeted at special population – e.g. minority students

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HOW TO SECURE AN INTERNSHIP

The way you go about securing an internship depends on a few things. First and foremost is whether you are looking to engage in a FORMAL internship with structured learning activities and academic credit earned through the College or an INFORMAL internship without structured learning activities and credit, which most often means it is a pre-professional work experience. Below are steps to follow for each of these two types of internships. In the summer most but not all students pursue INFORMAL INTERNSHIPS.

HOW TO SECURE A FORMAL (ACADEMIC CREDIT) INTERNSHIP

1. **Draft or Update Your Resume** - The Career Services Office has materials to get you started and will then help you to refine your draft into a working version. You should also work up a draft cover letter/email message to go with it.
2. **Consider the options - full-time or part-time; locally, NYC, Washington, possibly elsewhere.** While the vast majority of students do part-time internships locally while taking classes here, there are a few exceptional opportunities with formal internship programs in NYC and Washington. Example programs are the Washington Center Program, Fordham University Summer Program and the Marist College's NYC Media Internship program. Students need to plan for these far in advance. For more information, see an advisor in the Career Services Office.
3. **Speak to your Academic Advisor, Department Chair or Department Faculty Internship Coordinator** - Almost all departments at the College have formal internship programs. You should plan early, a semester ahead or more. Each department has its own requirements and prerequisites for its internship program. Most departments have ongoing relationships with several internship "host" employers. They can share information with you on places where students have done internships in the past and what they entailed. The department coordinator will tell you the steps you need to take to set up an internship. Most will help you find a site that interests you and meets the requirements of the program. Basic information on formal internships at Le Moyne can be found at:
<http://www.lemoyne.edu/CareerServices/Internships/AcademicInternships/tabid/1398/Default.aspx>
4. **Follow through on the steps outlined by your department.** If you contact a potential employer host and they do not get back to you within a 3 or 4 days, try them again. If you were given the host information by the department coordinator, let him or her know if you can not get through to the employer. Do not drop the ball! You may need to contact a few places before you find one ready and willing to host an intern. Be sure to keep the internship coordinator apprised of your progress.

(INFORMAL INTERNSHIPS ON BACK)

HOW TO SECURE AN INFORMAL **(NON-CREDIT)** INTERNSHIP

1. **Draft or Update Your Resume** - The Career Services Office has materials to get you started and will then help you to refine your draft into a working version. You should also work up a draft cover letter/email message to go with it.

2. **Basic Approach - Respond to Advertised Openings** - Some, but not all, informal internships are advertised. Depending upon where you hope to find an internship, you will want to look at different websites. Listed below are some websites where internship positions are posted. ** Businesses tend to advertise and have paid informal internships much more often than do not-for profits.

LMC Career Services Pre-Professional Work Experiences (mostly CNY)

<http://www.lemoyne.edu/OfficeofCareerServicesCurrentPWE/tabid/395/Default.aspx>

LMC Career Services U8 Summer leads in NYS (Some leads for Western, Rochester, Albany and NYC areas of the State)

<http://www.lemoyne.edu/CareerServices/U8Opportunities/tabid/1683/Default.aspx>

LMC Career Services Internships USA (Call Career Services for the current user name and password)

<http://www.internships-usa.com/>

CNY Project Ion (CNY businesses)

www.project-ion.com

Vault Online Career Library (Contains internship database)

<http://echo.lemoyne.edu/library/vault.asp>

Monstertrak

www.monstertrak

MANY OTHERS - depending upon your career/industry and geographical/location interests. If you need help researching and finding more sites, make an appointment to meet with a Career Services advisor.

Career/Industry Sites:

Geography/Location Sites:

3. **Targeted Approach – Make Direct Applications** - Only a small percentage of available jobs or internships are advertised on commercial sites. Some employers post internships on their organization’s website. Career Services has “Book of Lists” of major employers in several cities. Other resources include Chamber of Commerce sites for different cities and NACE Job Choices Journals available in the Career Services Office. If you identify an employer that interests you, check with Career Services to see if they have a contact person at that organization.

4. **Creative/Personal Approach** – Word of mouth information plays a powerful role in filling jobs and internships. Ask for suggestions on where to look and leads from people you know, for example:

<input type="checkbox"/> Friends of your parents	<input type="checkbox"/> Professors	<input type="checkbox"/> Past employers	Your family’s:	<input type="checkbox"/> Accountant
<input type="checkbox"/> Parents of your friends	<input type="checkbox"/> HS teachers	<input type="checkbox"/> Parish priest or minister		<input type="checkbox"/> Dentist
<input type="checkbox"/> Extended family members	<input type="checkbox"/> Neighbors	<input type="checkbox"/> Le Moyne alumni		<input type="checkbox"/> Hair stylist

