INTERNERSHIP PLANNING GUIDELINES

1. Know the academic policies and procedures regarding internships in your area of study.
   - Read the university catalog in effect at the time of your registration and first term at Fontbonne.
   - Talk with your academic advisor and/or internship instructor. International students need to speak with the Director of International Affairs regarding internship eligibility.

2. Determine the type of internship most suitable for you.
   - EXPLORATION: suitable for students with limited work experience and/or unclear career focus.
     Objectives:
     - Gain practical work experience related to your academic major and tentative career goals.
     - Test career options.
     - Get hands-on understanding of the realities of today’s work world.
     - Develop networking contacts.
   - PRE-EMPLOYMENT: suitable for students with related work experience and clear career focus.
     Objectives:
     - Gain in-depth knowledge, experience and expertise related to your career goals.
     - Expand networking contacts.
   - CONVERSION OF EXISTING PART-TIME JOBS INTO INTERNSHIPS FOR ACADEMIC CREDIT: Job tasks, duties, or responsibilities MUST include developmental learning which is relevant to your academic studies and career goals:
     - Special assignments or projects.
     - Job rotations.
     - In-service trainings or certification programs.

3. Prioritize industries or fields of interest. (Realize that you can have an Accounting internship with a Public Relations firm, or a Public Relations internship in an Accounting firm.)

4. Establish geographic (local, regional, national, international) and time (fall or spring semester or summer term) preferences.

5. Identify employer eligibility requirements:
   - Application deadline(s)
   - Grades/GPA
   - Work experience/Related experience
   - Length and time
   - Class level(s)
   - Academic major
   - Extra-curricular activities
   - Needs specific to employer
   - Accepts/does not accept international applicants
   - Transferable skills (communications, human relations, organization and planning, administration and management, research and investigation)

6. Research employer benefits: (Remember that experience is the most important benefit!)
   - Salary/stipends
   - Reimbursements (meals, parking, transportation, housing)
   - Training
   - Possible future employment
   - Professional development opportunities (seminars, workshops, in-services)

7. Make an appointment with Fontbonne’s Career Development staff for help with:
   - Employer research
   - Cover letters
   - Resumes
   - Networking
   - Interviewing
   - “On-the-job” strategies for successful interning