

## INTERNSHIP 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
  - Training
  - Reimbursements (meals, parking, transportation, housing)
  - 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
  - Resumes
  - Interviewing
  - Cover letters
  - Networking
  - "On-the-job" strategies for successful interning