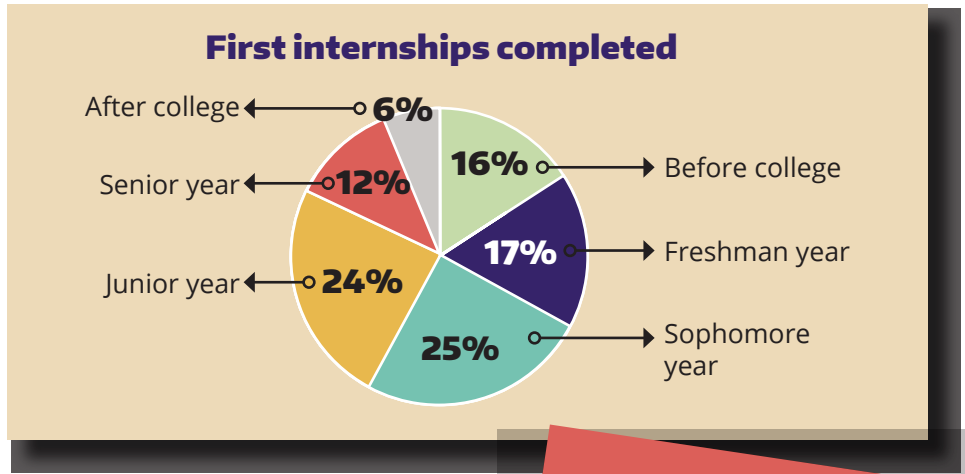


INTERNSHIPS

Internships explained

Internships differ from jobs because they have a defined beginning and end, and often (but not always) center around defined projects. They are foremost an experiential learning opportunity and should have an intentional focus on student learning with a supervisor willing to discuss your learning goals and give you routine feedback and guidance. For more detail, see the "Exploring Internships" handout at careers.uw.edu/internships.



Recruiting cycle

A common question about internships is, "when should I start looking for one?" The answer is...it depends. The highest number of internships are posted for UW students in March, April and October, however certain recruiting cycles vary based on industry, company size, and major. In general, it's never too early to start talking with people about opportunities! Below is a broad estimate about typical recruiting cycles (there are always exceptions):

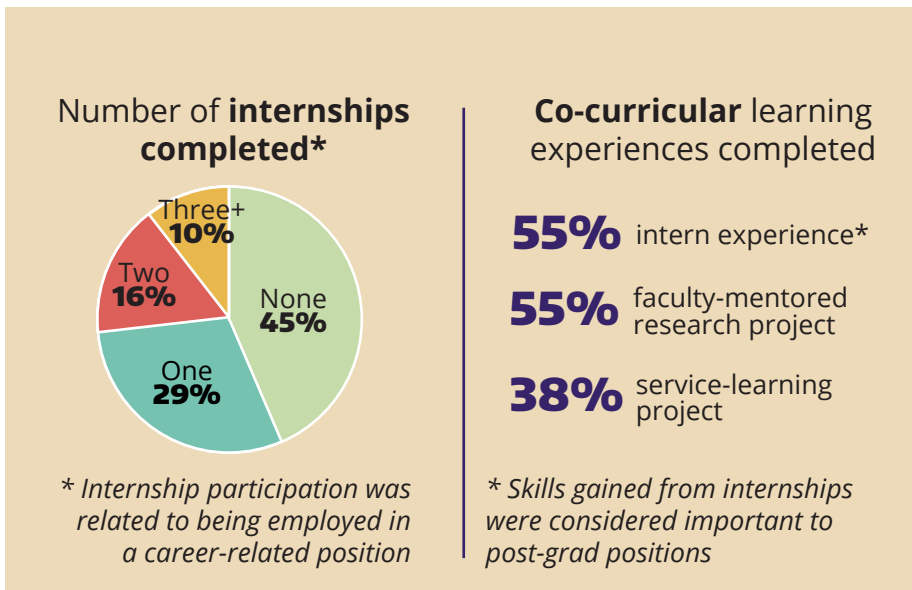
- **Business:** September - April
- **Engineering & Technology:** September - April
- **Consulting:** September - January
- **Communications & Media:** January - April
- **Nonprofit:** January - May
- **Government:** October - March

Typical Specs:

- 1-2 quarters long
- 9+ hours/week
- Take place at any time during the year
- Can be for pay, credit, neither or both

Finding an internship

Strategies for finding an internship are the same as those for finding a job (see page 14). It is important to talk to people (network) and use campus resources (like your academic department, the Career & Internship Center and the Carlson Leadership & Public Service Center), in addition to searching online (Careers.uw.edu, WayUp.com, Internships.com, LinkedIn, etc.).



There are also several opportunities at UW to meet employers face-to-face. Attend Job & Internship Fairs in October, February and April. Look at our online calendar to see if employers are hosting an information session where you can learn more about their company and connect with the recruiter. For more detail, see the "Finding Internships" handout at careers.uw.edu/internships.

MY INTERNSHIP PLAN

Choosing an internship:

1. Reflect on interests:

- *What skills do you want to learn or practice?*
- *What sector, industry, work environment or career path do you want to explore?*

2. Consider logistics:

- *How important is pay and location? What do you need and what can you be flexible about?*
- *When can you squeeze an internship into your schedule? Can you spare 10-15 hours per week during the quarter? Are you available for 20-40 hours per week during the summer?*
- *Do you require academic credit for your internship?*

3. Seek and evaluate:

- *Which search strategies from pages 14-16 do you think will be most effective for you?*
- *What do you need to do to get your resume and cover letter ready?*
- *How will you analyze if a position is right for you?*

Creating an internship

Applying to open positions isn't the only way to find an internship. Employers without structured internship programs (often smaller companies and nonprofits) may simply be waiting for a self-motivated student to reach out to them!

To create your own internship, first reflect on what you want out of an internship and research an organization you are genuinely passionate about or interested in. Then tailor your application materials and reach out to them to set up a meeting to discuss your interest. *For more detail, see the "Creating Internships" handout at careers.uw.edu/internships.*

International students

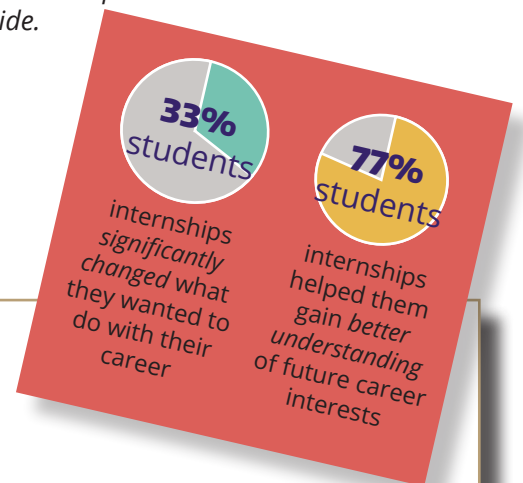
International students in F-1 status who meet certain eligibility requirements can participate in internships. Eligibility requirements include:

- Completed 3 full-time quarters
- Declared in a major
- Enrolled full-time (except during annual vacation quarter and final quarter of study)
- Internship must be mandatory program requirement or tied to a curriculum-related credit-bearing course

In addition to using the same strategies as domestic students to find internships, international students should speak with an International Student Services adviser (iss.washington.edu) before pursuing an internship to learn more about eligibility and process. *For more detail, see the "International Students & Internships" handout at careers.uw.edu/internships and page 32 in this Guide.*

Additional resources

- careers.uw.edu/internships
- careers.uw.edu/jobs



CREATE A PLAN:

This week, I will:

Within the next two months, I will: