

# Finding Internships and Other Career Experience

**George Mason University  
University Career Services**

<http://careers.gmu.edu>

SUB I 348, 703-993-2370

**SOM Career Services**

<http://som.gmu.edu/career>

ENT 008, 703-993-1880



# Workshop Overview

- **Reasons to do an internship**
- **Ways to get experience**
- **Learning objectives**
- **Strategies for locating internships**
- **How to evaluate an offer**
- **Next Steps**



# Why do an internship?

- **Test and confirm or reshape major and career choices**
- **Develop skills to enhance marketability for future employment**
- **Make contacts in chosen field and create a personal network of contacts**
- **Increase self-confidence and self-esteem**
- **Possibly secure full-time employment with the employer after graduation**
- **Break into a particular career field**

# Where do I get experience?

- **Co-op**
- **Internships (paid, unpaid, credit-bearing)**
- **Part-time and summer career-related jobs**
- **Externships (shadowing)**
- **Volunteer experiences/service learning**



# Where do I get experience?

- **Academic Department:**
  - Independent Study/research, class projects or presentations, field work, lab work, community projects, service, involvement
- **Campus organization/ club activities**
- **Travel, Cultural Exploration, Study Abroad**

# What do you want to learn?

- **Learning objective:** written statement describing specific measurable achievements to accomplish during the internship experience

- **Examples:**

- To make contacts in the \_\_\_\_\_ field and create a personal network by talking to five people in different departments before the end of my internship
- To develop \_\_\_\_\_ skills by taking a training course through my internship site



# Learning Objective Activity

- **Activity:**
  - **Brainstorm what kinds of knowledge, skills or abilities you want to gain from your internship**
  - **Pick ONE from your list and create a learning objective**
  - **Identify ONE activity you will undertake to accomplish that objective**
  - **Discuss your objective with another person**

# How do I find internships?



## **Patriot Job Web**

- **Apply directly on-line for positions**
- **Learn what is “out there” by reading job descriptions and employer information**
- **Search Agents**
- **Mason students register for PJW (free):**
  - University Career Services, 348 SUB I or
  - SOM Career Services, 8 Enterprise Hall

# How do I find internships?

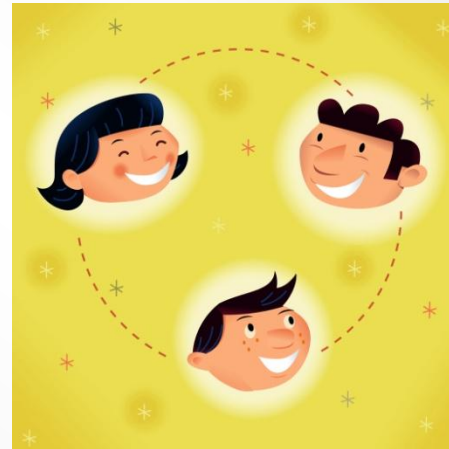
## Networking

- **Definition:** Developing **RELATIONSHIPS** via in-person meetings and/or social situations for information gathering or job searching
- **Being Prepared** – Resume/Business Card
- **Social Networking:** LinkedIn, Facebook, Plaxo
- **Networking Resources:**
  - **Mason Career Network** (alumni contacts):  
<http://careers.gmu.edu/cn>
  - **Career Events:** <http://careers.gmu.edu/calendar>
  - **Student Organizations and Professional Associations:**  
[http://sa.gmu.edu/student\\_orgs/index.php](http://sa.gmu.edu/student_orgs/index.php)

# How do I find internships?

## Career Network On-line

- **Database of Mason alumni**
- **Reach out for informational interviews**
- **Password Protected**



# How do I choose an internship?

- **Consider the following factors when choosing an offer:**
  - **Learning goals: negotiated/explored with the employer**
  - **Training opportunities**
  - **Exposure to top executives**
  - **Company-wide orientation**
  - **Location**



# How do I choose an internship?

- **Paid vs. Unpaid**
- **Academic Credit**
- **Timing: academic year, summer break, winter break**
- **Hiring Data (percentage of interns offered permanent employment after graduation)**

# What's next?

- **Register for PatriotJobWeb**
- **Continue to develop your learning goals**
- **Develop a resume and cover letters and have them critiqued by a career counselor**
- **Hone your interviewing skills and practice**
- **Attend the Job/Internship Fair**
- **Participate in Career Events:**  
<http://careers.gmu.edu/>