



The Internship Program at Saint Joseph's University

The Career Development Center encourages all students, of all majors and class years, to participate in the Internship Program. The goal of the program is for students to complete at least two internships before graduation. Most students who complete the program participate in their first internship before or during junior year, and the second before the second semester of senior year. This time frame is not a requirement but serves as a guideline as you plan your internship schedule. To get involved with the Internship Program, make an appointment with the Career Development Center by calling 610-660-3100. We can assist you in finding the right internship!

Internships 101

"What is an Internship?"

An internship is defined as "any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience" (*National Society for Experiential Education*). Internships vary in duration, lasting from a month to two years. They can take place in any work or service setting. Internships can be part-time or full-time, paid or unpaid, for credit or not for credit.

"Why should I do an Internship?"

- Apply your Education: Put academic theories and lectures to practice in the work world and "real-life" situations.
- Reality Test : An internship is a way to "reality test" a career in a chosen field of study. It may also help to define career choices for a job after graduation.
- Build your Resume: Develop and enhance skills that employers seek in their new hires. Students with internship experience are highly desired by employers.
- Network: Interact with future colleagues and employers. You may also be able to acquire a mentor in the field, someone who can help you in your career.
- Earn and Learn: Some employers are willing to pay an hourly rate or to offer a modest stipend.
- Receive Course Credit: Some departments will grant up to three credits in exchange for completing an approved semester-long internship, along with supplemental coursework (Please see the chart located on page 10 of the *Career Guide* for specific information)

If these reasons don't convince you to do an internship, then take a look at these statistics that suggest internships do lead to career success:

- Organizations consistently rate their internship programs as one of the top two methods (out of 18 possible options) to hire full-time, entry-level employees, and report that former interns make up over 40% of their entry-level employees (*NACE, 2008 Job Outlook Survey*)
- Employers offered 69.6% of their interns and 73.3% of their co-op students a full-time job opportunity for after graduation (*NACE, 2008 Experiential Learning Survey*)
- Employers expect over the next year to increase their intern hiring (as they have every year since 2004) by 3.7%, and their co-op hiring by 4.9% (*NACE, 2008 Experiential Learning Survey*)
- Employers reported offering higher salaries to new graduates who have co-op or internship experience than they do to those who do not have that experience (*NACE, 2007 Job Outlook Survey – Student Edition*)

Before You Search for an Internship

Before you even start looking for an internship, you should ask yourself these questions. If you take some time to examine yourself and your goals for having an internship, then you will have an easier time finding a position. What is your ideal internship according to the following criteria?

- Career Field/Setting
- Geographical Location
- Compensation – Paid or Unpaid
- Timing – Summer, Fall, or Spring
- Hours – Part-time or Full-Time
- Credit – Academic Credit or None
- Why do you want to do an internship?
- What previous jobs or volunteer experiences have you had? Which ones did you like and dislike?
- What is your major and why did you choose it? If you haven't yet chosen a major, what are your favorite classes and what majors are you considering?
- What are your hobbies and what do you like to do for fun?
- What skills do you have to offer an employer and what skills would you like to develop or improve?
- What are your career goals and how will an internship fit into your future plans?
- What contacts do you have in the career field?

Finding an Internship – A Checklist

6-12 months prior to internship

- Research your skills, interests, and values and explore your goals for having an internship.

3-9 months prior to internship

- Make an appointment with the Career Development Center to discover resources for finding internships, including:
 - SJUcareers
 - Career related websites in your field of interest
 - Internship books and directories in the Career Center Library
 - Career Fairs
- Identify employers and research their internship opportunities.
- Network – Use your contacts (friends, family, faculty, alumni) to learn about internships.
- Talk to academic departments about the possibility of getting credit for an internship. If you decide to apply for credit, then complete the paperwork required by that department. See the chart on page 10 to learn how to obtain internships through specific academic departments.

3-6 months prior to internship

- Write a resume and cover letter and have them critiqued at a Career Development Walk-In Center, located at the Campion Student Center, 3rd Floor (Mondays through Fridays from 1:00 PM – 4:00 PM) and Mandeville, Room 206 A (Tuesdays and Thursdays from 1:00 PM – 4:00 PM).
- Prepare for interviews by having a mock interview at the Career Development Center (appointment necessary).
- Apply for internships by sending out your resume, cover letter, and any additional requested material. Follow up with the employers to check on the status of your application.

1-3 months prior to internship

- Attend interviews and send thank you letters after each interview.
- Evaluate offers and accept the internship that best fits you and your goals.

Internet Resources for Finding an Internship

Internship postings are available through our website www.sju.edu/careers. On our homepage, click on "Students" and then "Internships" to find more information about the following resources:

SJUCareers Database: This is a database of internships and jobs available to SJU students. The Career Development Center receives internship listings from organizations on a daily basis and posts them to this site. They include opportunities for every major and career interest. If you are a first time user of SJUCareers, you can log onto SJUCareers at www.sju.edu/careers and enter your e-mail address (xx123456@sju.edu) as your username and sju as your password to access your account. Once you log into your account, you may change your password under Profile/Password/Preferences. If you need assistance with using SJUCareers, please contact the Career Development Center.

Internships USA: Click on "Internship Series Online." Check the Internships page of the Career Development website (www.sju.edu/careers) for the most current username and password. This site allows you to review internships in several different areas, including the media, environment, international affairs, human rights, sports, law, and history.

Internships.com: Select Saint Joseph's University from the drop-down menu and create an account using the "promo code" of hawkintern. Customize your internship search by entering the region in which you would like to intern, your major and/or interests, whether you would like to intern for pay or for credit and more.

More Internship Links: Click on "Internships" for the best websites with internship listings. Search other sections based on your field of interest.

Accepting and Declining Internships

Now that you've gone through the process of finding an internship, you will need to determine whether to accept an offer or decline it.

Accepting an Internship: If you want to take an internship for credit, make sure to contact the internship advisor from your academic department before you officially accept the internship. If you are not planning on earning credit for your internship, you may contact the employer as soon as possible. Here are a few items that you will need to finalize your internship:

- **Accept:** Send a letter or an e-mail to the person who officially offered you the position. A verbal acceptance is not legally binding.
- **Schedule:** Be clear about what your schedule will be, what the starting date is, and who will be your supervisor.
- **Transportation:** Make sure that you have a reliable mode of transportation to and from the employer's location, and procure any necessary parking permits or passes.
- **Paperwork:** Complete all paperwork required by the employer (and your academic department, if you will be receiving course credit).

Declining an Internship: If you decide not to accept an internship, you must formally reject the offer that has been extended to you. You should recognize the effort and time that the organization has put into interviewing you for the internship, and decline the offer in a professional and timely manner.

- **First:** Inform your contact by telephone that you will not accept the offer.
- **Second:** Write a brief note of thanks. Make sure that you don't "burn any bridges" that could offer you an internship or perhaps a full-time position in the future. Sample letters are available through the Career Development Center.

Internship Guidelines and Etiquette

Treat each internship as an experience that requires professional behavior and etiquette. Keep in mind that academic departments have specific guidelines if credit is offered; be sure to discuss these with your department's internship contact, listed on page 10, prior to beginning your internship. This section will give you a basic overview of general guidelines and etiquette needed for an internship.

"What is expected of me as an Intern?"

Internship responsibilities will vary greatly from employer to employer, as well as from department to department. Although you will not be a permanent part of the staff, it is important that you follow these standards of conduct:

- **Punctuality:** Employers may not realize when you are on time, but they will notice when you are late. If you are unable to make it to your internship site on time, make sure that you call and inform your supervisor that you will be late.
- **Initiative:** Keep in mind that you are there to learn and build your skills. Therefore, extend yourself to help with projects, and offer suggestions and ideas when asked.
- **Deadlines:** Unlike some projects in school, you must meet all of your deadlines. Don't ask for extensions.
- **Attitude:** Maintaining a professional and enthusiastic attitude always leaves a good impression.
- **Gossip:** Avoid getting caught up in politics and gossip of the organization. Keep personal issues to yourself.
- **Respect:** Always be respectful and professional towards all of your coworkers and the clients of the organization. Everyone you meet could be a future job contact.
- **Dress:** Dress in attire appropriate for the organization.
- **Academics:** Manage your time so your grades don't suffer while you are interning. Maintain your priorities, and make sure you can handle all your responsibilities.
- **Policies:** Be aware of any rules and regulations of the organization such as around the use of telephones, computers, or e-mail. Many times you may not be allowed to use office equipment or resources for personal use.

"What am I supposed to do on the first day?"

One of the more difficult experiences about an internship is the first day. You will meet many people in the first days on the job and will want to make a professional impression. On or before your first day, find out these important facts:

- **Chain of Command:** Find out who your immediate supervisor is and the names of employees with whom you will have contact. Obtain and review an organizational chart if you can.
- **Norms:** Pay attention to others in the office to learn the norm for behavior and work style.
- **Tour:** Get a tour of the facilities and learn the locations of the resources you will be using.
- **Ask:** If you are unsure or don't know the answer, ask your supervisor or a coworker.

"What happens if things go wrong?"

In rare instances, the internship experience may begin to move in a direction that you did not anticipate. For instance, you may be asked repeatedly to perform a task that is not in your internship description, such as getting coffee for staff members. If this situation, or any situation that makes you feel uncomfortable, occurs during your internship, follow the suggestions below:

- **Discuss the situation with your supervisor and try to work out the problem with him or her.**
- **Ask for help:** If these problems become extreme, contact your academic department or Career Development for guidance and advice in resolving the problem. Some situations can't be resolved independently.

CREDIT FOR INTERNSHIPS

<i>Departments Offering Credit for Internships</i>	<i>Credit Available</i>	<i>Dept. Contact</i>	<i>Office Location</i>	<i>Phone</i>	<i>E-mail</i>
Accounting	3 Credits (Spring semester only)	Dr. Joseph Larkin	375 Mandeville	610-660-1658	jlarkin@sju.edu
Biology	3 Credits	Dr. Karen Snetselaar	229 Science Center	610-660-1826	ksnetsel@sju.edu
Criminal Justice	3-9 Credits	Dr. Marybeth Ayella	135 Post	610-660-1683	mayella@sju.edu
Business Intelligence	3-6 Credits	Dr. Richard Herschel	331 Mandeville	610-660-1621	Richard.Herschel@sju.edu
Education	Student Teaching	Ms. Renee Langmuir	310 Barbelin	610-660-3438	rlangmui@sju.edu
English - Editorial Internships	3-6 Credits	Dr. Jenny Spinner	104C Bellarmine	610-660-3272	jspinner@sju.edu
English - Graduate/Education/Service Related Internships	3-6 Credits	Dr. Ann E. Green	106 Bellarmine	610-660-1889	agreen@sju.edu
English - Writing Internships	3-6 Credits	Dr. Richard Fusco	109 Bellarmine	610-660-1887	fusco@sju.edu
Environmental Science	3 Credits	Dr. Jean M. Smolen	420 Science Center	610-660-1785	jsmolen@sju.edu
Finance	1 Credit	Dr. Karen Hogan	339 Mandeville	610-660-1671	karen.hogan@sju.edu
Fine and Performing Arts	3 Credits	Prof. Deron Albright	Boland Hall	610-660-1868	dalbrigh@sju.edu
Food Marketing	3 Credits per experience	Dr. John Stanton	2241 Mandeville	610-660-1607	jstanton@sju.edu
Health Administration	Yes	Dr. John J. Newhouse	110 Post	610-660-1578	jnewhous@sju.edu
History	Yes, under special circumstances	Dr. Randall Miller	112K Barbelin	610-660-1748	miller@sju.edu
Interdisciplinary Health Services	Yes	Dr. Michelle Rowe	113 Post	610-660-1576	mrowe@sju.edu
Management and International Business	3-6 Credits	Dr. Claire Simmers	323 Mandeville	610-660-1106	MGTandIB@sju.edu
Marketing	3 Credits	Donna Falgiatore, M.B.A.	253 Mandeville	610-660-1689	donna.falgiatore@sju.edu
Political Science	Yes - Several Options; see department	Dr. Francis Graham Lee	105 Barbelin	610-660-1753	glee@sju.edu
Psychology	3 Credits	Dr. Judith G. Chapman	308 Post Hall	610-660-1838	judith.chapman@sju.edu
Sociology	3-9 Credits	Dr. Marybeth Ayella	135 Post Hall	610-660-1683	mayella@sju.edu

Students whose majors or programs of study are not listed above should inquire with their academic department as to whether or not credit is offered through Independent Study for internship-related work experience and coursework.

Additional Experiential Education Opportunities

In addition to the Internship Program, Saint Joseph's University encourages all students to engage in experiential education experiences that will complement, supplement and enrich their academic coursework. There are a wide variety of experiences that students can pursue to explore professions and careers, ranging from one-day "job shadowing" to a more formal, multi-semester cooperative education experience. In keeping with the University's mission, these experiences are designed in part to facilitate students' spiritual, intellectual, and personal development. Several such opportunities are available to students through the Career Development Center, as well as through programming facilitated by offices in Cooperative Education, Campus Ministry, Student Life and Study Abroad.

Job Shadowing

Job shadowing is a temporary (i.e., one day, one week) unpaid opportunity to observe first-hand a professional's work in the career field of interest to the student. Students are encouraged to inquire about job shadowing with people within their network, or to contact the Career Development Center for assistance in identifying professionals that are willing to host a student.

Externships

An externship can be thought of as an extended job shadowing experience, but is typically shorter than a semester-long internship. Externships can vary in length, but usually last one or two days. They generally involve shadowing a professional through a normal day's activities and may include informational interviews, a tour of the facility, and participation in actual office projects. Many students take advantage of spring or winter breaks to participate in externship experiences.

Cooperative Education

The Cooperative Education Program (or Co-op Program) is a partnership between students, employers, and the University. It is a distinctive form of experiential education, which integrates classroom theory with practical experience. Students have the opportunity to work in their chosen career field prior to graduation. The program integrates a rotation of school and employment terms that enables the co-op student to complement his or her formal classroom training with additional knowledge, hands-on experience, and paid work experiences. The co-op program is structured to allow students to obtain one year of paid work experience without extending their graduation date beyond the normal four years. Students can enter the job market earlier, they do not delay their graduation date, they graduate with their classmates and there is a savings of a full year of tuition. The co-op program is available to undergraduate business students majoring in Accounting, Business Intelligence, Finance, International Business, Management, Marketing, Pharmaceutical Marketing, and Undecided Business. For more information, please contact the Co-op office by calling 610-660-1934. (The Food Marketing Department administers a separate co-op program for their students through the Academy of Food Marketing. For more information, please call 610-660-1601.)

Campus Ministry

Campus Ministry serves the mission of Saint Joseph's University by making visible the religious identity of the institution, and by nurturing the spiritual development of students, faculty and staff. For more information, please visit the Student Life section of the University's website, www.sju.edu. In the context of Catholic higher education, Campus Ministry provides many opportunities to encounter God active in our world, to develop a conscience rooted in gospel values, and to address issues of faith and justice. Among these opportunities are:

- **Community Service:** Faithful to the Ignatian heritage of service and committed to the education of leaders acting for the improvement of the social order, Saint Joseph's University continues today to encourage innovative education programs aimed at improving the quality of life both in the local and global communities. Community Service Programs complement the academic life of the students at Saint Joseph's University. All the service initiatives emphasize student leadership, community building and structured time for processing and reflecting on the service experience.

- Immersion Programs: Saint Joseph's University sponsors service immersion programs in which students spend a week or more living and working in the communities they serve. Current immersion programs include Project Appalachia, Project Mexico and Native American Experience.
- Liturgical Ministry: Students are invited to serve as Eucharistic Ministers, Lectors, Acolytes, Ministers of Music, Greeters, and to assume other roles for campus liturgies. All liturgical celebrations encourage the active participation of everyone.
- Retreats: An essential part of Jesuit education is a spirituality which integrates one's faith with all aspects of daily living. Through retreats, activities engaged in, meals shared, thoughts and feelings treasured, participants are invited to embrace the Ignatian principles of "finding God in all things" and of being "men and women for others."

Service-Learning Program

Imagine working on a crisis hotline as part of a sociology class...or helping to solve personnel issues at a homeless shelter as part of a management class...or teaching conflict resolution skills to elementary school children as part of a Spanish class. You can do this through Saint Joseph's University's Service-Learning Program! A Service-Learning class combines academics with experience and reflection. Lectures, texts, and tests are enhanced by the service you engage in with schools and non-profit agencies that are making a difference in the Philadelphia area. Topics such as poverty, AIDS, violence, mental illness, and racism are explored both in the classroom and in the community. Freshmen, Sophomores, Juniors and Seniors of all majors are eligible to register for Service-Learning classes. You must be willing to commit three hours per week to an organization that the Service Learning program will help you select for your class. For more information, please visit www.sju.edu/academics/centers/faithjustice/servicelearning/.

Student Life

Student life at Saint Joseph's University comprises a wide range of living/learning experiences outside the classroom, designed to facilitate students' growth in body, mind and spirit. All of this is done within the context of the Jesuit tradition of *cura personalis*, or care for the individual. Please visit the Student Life section of the University's website, www.sju.edu, to learn more about these experiential education opportunities, some of which are offered through:

- Living Learning: Residence Life is proud to support the academic mission of Saint Joseph's University, most specifically through Living Learning efforts which include residential Learning Communities and co-sponsored faculty programming. The goals of Living Learning are simple but meaningful: to create educational environments and opportunities in the residence halls and to develop mentoring and personal connections between faculty, staff, administrators, and students outside the classroom. Students can take advantage of Living Learning opportunities by simply attending an RA-faculty program in the residence halls or by becoming formally involved in a structured residential Learning Community.
- Student Leadership and Activities: The Office of Student Leadership and Activities encourages and empowers students throughout their collegiate experience. Through innovative programming that complements academic and personal development, the office nurtures the mind, body and spirit of each individual student while enhancing the Jesuit mission of the University. There are many Special Interest, Community Service, Greek and Media organizations, as well as a number of Academic Clubs, active on campus.
- Multicultural Life: The Office of Multicultural Life seeks to enlighten and educate the University community at large through programming that focuses on issues of diversity. Serving as a bridge of support for students of color, the office roots students to the campus community. Through workshops, diversity training, community service, and diversity lectures, the office works to bring diversity to the forefront of our University. The Multicultural Life umbrella shields seven unique groups including, the Asian Student Association (ASA), Black Student Union (BSU), Caribbean Student Association (CSA), Voice of Praise gospel choir (VOP), Latino Student Association (LSA), International Student Association (ISA), and the Hawks of India.

Study Abroad

Studying abroad is undoubtedly a life changing experience, which can affect the future course of both your life and your career. It can benefit all students who are interested in and open to experiencing another culture and way of life. Saint Joseph's University is pleased to offer our students a variety of high quality study abroad opportunities around the world. Current study abroad opportunities exist in locations throughout Africa, Asia, Australia, Europe and Latin America. Contact the Center for International Programs for more information at 610-660-1835 or learn more by visiting www.sju.edu/academics/centers/cip/studyabroad/.