INTERNSHIPS

Cerritos College
Career Services
What is an Internship?

- An on-site experience that is either directly related to your major field of study or your career interest.
- A short-term commitment to work for an employee in a training or entry level capacity.
- Generally a short-term voluntary or paid learning experience.
- A supervised practical training.
- Can be paid or unpaid.
- Can offer academic credit or no credit.
Benefits of an Internship

- Gain valuable work experience, which will give you a competitive edge in employment after graduation
- Enhance and develop professional skills, knowledge, and abilities
- Allows you to test the field or your major before you spend extra time, energy, and money, and explore other career options
- Meet and work with professionals, establish contacts for letters of reference, network with people in your field of interest, and establish mentoring relationships
More Benefits

- Apply knowledge gained from coursework to on-the-job situations
- Teaches effective job search, resume writing, and interviewing techniques
- Build your confidence
- Build a stronger resume
- Earn money for tuition and expenses – if paid
When To Begin Your Search

- Allow yourself at least one semester of academic study to adjust to college
- It depends on your major, G.P.A, and class and work load. Your academic work is first priority.
- The ideal time is one or two semesters prior to graduation
  - Begin your search the semester prior to the internship placement. This gives you time to respond to listed positions, initiate contacts, and create an effective resume and cover letter.

- For summer internships:
  - Begin searching in the preceding fall semester. This allow you to conduct a successful search and make better use of academic breaks to investigate positions.
Paid vs. Unpaid

Both offer valuable experiences!

**Paid:**
- Most paid internships are found in the world of big business
- Some companies offer stipends

**Unpaid:**
- These are opportunities to make connections, receive training, and gain an understanding of the field that makes the lack of pay less significant.
- Allow you to get your foot in the door
- Can often turn into a job offer – because the employer gets an opportunity to observe your work performance and you an opportunity to network and enhance your workplace skills.
Non-Academic/Non-Credit

- An arrangement between an employer and you
- You conduct your own search for internship opportunities and secure an internship on your own
- The Career Services can assist you with your resume and interviewing skills, and provide internship suggestions and resources
- You do not receive academic credits
- You might not have to be a student at the time of the internship
Where to Look

- Look in the Internship binder at Career Services
- Check with libraries
- Search various websites
- Contact particular offices of interest and inquire about opportunities
Academic/College Credit

- An internship arrangement between your educational institution, an employee, and yourself

- The educational institution has a program that you go through with rules and regulations

- The Career Center or Services will help you get the internship

- The internship work must be associated with your major and promote a greater understanding of your studies

- A specified number of hours over a period of time are required

- Academic credits are given
Cerritos College offers credit for internships linked to Work Experience courses

- To receive credit for an internship:
  - Enroll in a Work Experience course listed in the schedule of classes.
  - Be enrolled in and complete a minimum of 7 units. Units from your work experience course can count toward these 7 units.

- These internships are only offered during the Fall and Spring

- 60 hours of unpaid work = 1 unit of credit

- 75 hours of paid work = 1 unit of credit
Who Qualifies?

- Currently enrolled students
- Generally students majoring in business education, fine arts, technology, humanities and social services
Tips for Internship Success

- Clarify expectations about the internship: both the employers and yours.

- Take advantage of the transition time in the beginning and ask lots of questions.

- Meet regularly with your supervisor to ensure both of your expectations are being met. This is a good way to get feedback on your performance and to help keep you on task.

- Dress, speak, write, and generally behave like a professional.

- Learn and conform to the appropriate behavior of your workplace.
More Tips for Success

- Show up to work on time, and limit your number of absences.

- Call if you are sick or going to be late.

- Establish relationships with your coworkers. Shake hands, smile, be friendly, confident, helpful, and polite.

- Listen carefully to work instructions and ask for clarification when necessary.

- When you complete your internship – be sure to ask your supervisor for a letter of recommendation and keep in touch so you can be a reference in the future. This will also help your supervisor keep you in mind for future job opportunities.
The Next Step

For more information about Work Experience courses and receiving academic credit for internships, contact:

- The division/department Dean of your major
- View internship opportunities listing in the Job Placement Center
- For Preparing your Resume and Enhancing your Interviewing skills, make appointment with
  - Christina The (Job Placement Specialist) at Career Services, X2357
  - a Career Counselor at (562) 860-2451, X2356

Career Services is located in the Administration Building