

CAREER CORNER

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Issue 15

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Experience Counts

Internships are a vital part of the collegiate experience. In today's competitive culture students are wise to bring career-related experiences to the attention of potential employers and graduate schools. Hiring and admissions personnel are looking for candidates with maturity and confidence, good writing and speaking skills, honesty and integrity, leadership, interpersonal strengths, initiative, creativity, and flexibility. Many of these strengths are honed through the real world experience of an internship.

Internships will help you develop the work habits, attitudes, and skills to begin your career. They will enable you to build your network of professional contacts, explore career options, apply classroom theory and concepts, become acquainted with company culture, and make a contribution to the organization that mentors you.

Experience counts. Get your career in motion today!

Visit our resources at

www.lvc.edu/career-services/internships.aspx

Experience Counts Events - October 2010

Capital Region Internship Fair (CRIF)

October 5, 2010

If you didn't attend, **YOU MISSED OUT** on this annual event that has assisted LVC students for many years in finding quality internship experiences. Try again next year or, in the meantime, check out the CRIF Employer Guidebook in the Career Fairs folder of the Resource Library of your Job Center account.

Project CLOSE-UP Information Sessions

October 14, 11:00am or Oct. 18, 4:30pm
(lower level Mund College Center)

Shadowing a professional in the workplace is one of the best ways to learn what a job is really like – from the inside. Come and learn about LVC's **career shadowing program for freshmen** (first-year students in fall 2010) that matches you with alumni mentors from *Career Connections*

Internships: From Accounting to Zoology

Oct. 20 - 4:00pm (Library BI Lab) or 7:00pm (Chapel 101)
November 4 - 11:00 am (Library BI Lab)

This 50 minute webinar by **Donald Asher** will focus on different types of internships, including some of the newer, trendier types of experiences. Students will be provided with tips on how to prospect for, and secure, many types of internships and experiential opportunities.

Finding Internship Opportunities

Start is by visiting the **Experience Counts** page on the Career Services web site at www.lvc.edu/career-services/internships-opportunities.aspx and take a look at some of the recommended resources to expand your options.

Check **JOB CENTER** to view some **recent internship postings** such as:

Human Resource Intern	Associate Underwriter Intern
Communications Intern	Social Media Intern
Graphic Design Intern	Event Management Intern
Animal Keeper Intern	Tax Preparation Intern
Accounting Intern	Actuarial Summer Intern
Political Journalism Intern	Logistics Management Intern
Pennsylvania Legislative Fellowship Program	

In a newly acquired resource, **Environmental Career Opportunities**, read about opportunities for:

- Research Interns
- Sustainability & Wilderness Leadership Apprentices
- Marketing and Communications Interns
- Exhibitions Interns
- Political Organizing Interns
- Philanthropy Interns
- Naturalist Interns

Additional resources include **Internships-USA**, **Career Insider**, **Idealist.org**, **Bookjobs.com** and many others.

Get busy! Start searching!

Report Your Internship

Let us know where you are interning...

Are you doing an internship for credit?

It is a quick and easy process to report your achievement. Please do your best to report as much information as possible.

Thanks!!

- Log in to your [JOB CENTER](#) account.
- On your Job Center home page look for... I want to... **Report A Hire** (click on this)
- Follow the prompts for reporting your internship.
- If you need help, contact the [Office of Career Services](#) (717.867.6560)

Have Your Say

Experience Counts... featuring stories of interns from LVC

If you have completed, or are nearing the completion of an internship, we'd love to learn of your success and how you have benefited from the experience.

Will you consider sharing your story?

If so, please send a one or two paragraph description of your internship duties and how you believe this experience helped you develop skills and competencies for your intended career and/or how it is helping you in your studies right now.

We'll also need a picture of you; a professional-looking shot is preferred, please. You can attach your digital photo with the description of your internship experience and send it to careerservices@lvc.edu. Subject line: Having My Say.

Thanks for considering this opportunity!

While Interning

If you are doing an internship for academic credit, there are many guidelines and expectations that your academic department advisor and on-site supervisor will have for you to make the most of your experience. But, if you are interning for experience only (no credit), you may not receive the same guidance. So here's what we suggest to make your experience a valuable one:

- Always give your best in the work setting. Maintain a positive attitude at all times. Always conduct yourself in a professional manner; be courteous.
- When in doubt, ask. If you have a question about an assignment or task you've been given be sure to inquire and receive the clarification you need to proceed.
- Don't take liberties to do personal work at your internship site.
- Be mindful of company policies related to the use of the Internet, cell phones, etc.
- Keep a journal to reflect on your internship activities, your professional development, and what you have been learning. It's easy to forget even the things you are positive you will remember forever. Journal notes will provide you with information you can use to update your resume or recall a story you want to share to demonstrate your strengths and experience in a future job interview.
- Ask for continuous feedback from your supervisor on how well you are meeting their expectations, learning the ropes, and developing appropriate skills.
- If there is a miscommunication in the work setting, talk with your supervisor immediately so things can quickly be resolved. If you have other concerns about your internship you can consult with the Career Services staff.

Upon Completing Your Internship

Remember to ask for a final evaluation and reference from your supervisor. We have a Guide to Evaluation of Student Intern form that may be helpful if your supervisor does not already have such a form. The Student Evaluation form will help you to rate your learning experience and provide our office with input as to your overall satisfaction with the internship site. Your candid comments will help us in discussions we may have with this employer regarding future internship opportunities for other LVC students.

Keep in touch with your internship supervisor and others you meet (networking). Keep these persons abreast of your academic progress; let them know when you've secured a job offer or gain acceptance to graduate school.
