

# "Is a CSM Internship Experience for you?"

## Q. What is an "internship?"

A. An internship is any work experience relevant to the student's major. There are generally two types of internships: part-time during the academic year, and full or part-time in the summer.

Internship positions are developed through cooperative efforts among the student, the employer, and the Career Center to give the student the opportunity to gain "hands-on-experience" in their desired field of employment prior to graduation. Such positions will also expose students to a field of work to determine if their chosen area of study is actually the career path they should continue to pursue.

Academic Year/Summer Internships are generally short-term positions open to undergraduates and graduates, part-time during the academic year, and full- or part-time during the summer. Employers are encouraged to contact the Career Center throughout the year with specifications for open internship positions within their organizations. Internships are paid positions for which no academic credit is given.

## Q. Who is eligible for internships?

A. Graduate and undergraduate students are eligible to take advantage of academic year and summer positions.

## Q. Where can students find postings for open internship positions?

A. The CSM Career Center posts all relevant position descriptions on [DiggerNet](#) . Students should feel free to browse through the openings on a regular basis or set up a job agent. Employer contact information and recruiting histories can also be found in the employer database in DiggerNet. In addition, there are many directories of employers that may be checked out from the Career Resource Library by students.

## Q. When should students begin looking for an internship position?

A. The CSM Career Center suggests students begin working with them at least a semester before they wish to begin designing a work opportunity that will complement their on-campus learning experience. Students should also take into account their expected course-loads for each semester in order to make the position work with their academic schedule.

## Q. Why should students consider an internship position?

A. Internship positions can greatly increase employment opportunities upon graduation. While it is important to have a strong GPA, and to participate in student organizations, it

is also imperative that you have "hands-on-experience" in your field. Such positions will give you the edge over those who don't put forth the extra effort to complete them.

**Q. How do students begin to consider an internship position?**

**A.** Students must first complete some self-analysis before searching for an internship position. Students should try asking themselves some of the following types of questions:

1. What do you want to learn from an internship?
2. Where would you like to work, (company, location, etc.) and why?
3. Are there specific objectives you would like to accomplish by taking such a position?
4. What background do you know about the career path you are interested in following?
5. What do you know about the company you would be interested in working with?
6. During what point of your academic career would you like to work in such a position?
7. Do you need to work on your cover letter and resume?
8. How are your interviewing skills?
9. How will you effectively network with others during your search for such a position?
10. How will this experience benefit your educational experience at CSM?

When you have answered these questions, please come visit us in the CSM Career Center so that we may assist you in developing an internship position that will fulfill your educational and career goals.