



How to Find an Internship

Where would like to intern? Think about the type of internship, possible company and geographic location (city or state).

Think about the type of internship experience you want to have? What skills do you want to build during this experience? Think about your long-term career path.

Where to look for an internship?

1. Personal Networks

Many times students know of internship opportunities within their own networks.

Look at networking with your Professors, Friends, Family and other Bobcats

- Ask questions about how they got to where they are now, ask for industry feedback, and ask for tips on how to break into the industry.
- Expand your network- ask folks if they know anyone else, you need to meet and speak to.
- Always follow-up with people you meet.

2. Ohio University Job Database

Internships and jobs posted by employers is located on *Ohio University's Handshake* database. This is a free, simple process to access and post your resume and find internship & jobs.



Say hello to handshake
replacing Bobcat CareerLink

Get started at ohio.joinhandshake.com

• Search jobs and internships
• Schedule coaching appointments
• Learn about hiring events

Career early. Career often.

3. Be curious & Investigate Companies Yourself

Not everyone lets us know about their internships so you might need to scout some out on your own through the following *State/ National/ International sites*.

Ohio Internships:

- LinkedIn.com
- Ohiomeansinternships.com
- Columbusinternships.com

National Internships:

- LinkedIn.com
- internships.com
- Internmatch.com (internships & jobs)
- idealist.org (Non Profit internships & jobs)
- Experience.com
- Indeed.com

International Internships:

Office of Global Opportunities (formerly Office of Education Abroad) / Walter International Education Center www.ohio.edu/educationabroad
Globalexperiences.com

4. Specific company websites

If you are interested in a particular geographic area, you may need to look at the possibilities and then make inquiries.

For example, if you want to intern at a newspaper, first make a list of the newspapers in the area and then do some research on their websites to see if they list internships. If not, you might contact them and let them know you are interested.

Checking out your internship company

Do some research on the company you are looking to intern with prior to applying for the internship.

- Glassdoor for companies and reviews. <https://www.glassdoor.com/Reviews/index.htm>
- Other peers who have interned with them.

Needed to Apply for an Internship

RESUME

Create a Résumé if you do not have one already. Assistance is available in, Harris Student Support Center, Schoonover Center (Karen Peters petersk@ohio.edu) or the *Career and Leadership Development Center* <https://www.ohio.edu/careerandleadership/> (5th Floor Baker Center) or your school Internship Coordinator (if time allows).

Ohio University Career Tools Information

Article and samples for resumes, cover letters, online Portfolios, Interviewing, Networking are available on the CLDC- Career and Leadership Resources:

<https://www.ohio.edu/careerandleadership/resources/index.cfm>

Social Media Awareness:

LinkedIn - Get established by sophomore year since this is a professional networking site. Update your profile with your career accomplishments, company information and education.

Twitter- Allows you to tap into community sharing similar interest. Look for opportunities to share your ideas, opinions and interests with people you respect professionally.

Facebook –Great place to promote your professional brand. Post informational articles, follow trends, connect with your friends. Clean-up Facebook (remove any suspect photos) or make them private. Do not post anything you would not place on the front of the local newspaper.

2018-2019 Scripps Schools Internship Contacts & Information Champions

Each school has an *Internship Contact* and the school posts internships information on their website unless noted. In addition, they assist the students in their school:

locating an internship, explaining procedure for getting credit for the experience, answering any questions on the internship process, resume review (if time allows)

Scripps College Harris Student Center (Karen Peters) is an additional resource for Internship Search, Resume review, Financial Aid Guidelines, Employer Contracts, Verification Letters, Career and Leadership Development Center referrals

School Internship Coordinators and College Office Internship Specialist:

Journalism School

- Julie Conrad conradj1@ohio.edu SCH 223
 - <http://scrippsjschool.org/about/internships.php> Internships posted on J school website.

Communication Studies

- Karen Deardorff deardorf@ohio.edu SCH 433
 - <http://www.ohiocommstudies.com/undergrad/internships>

Media Arts and Studies

- Karen Riggs riggsk@ohio.edu SCH322
 - <http://mediaschool.ohio.edu/internships>

Visual Communication

- Tim Goheen (goheen@ohio.edu) SCH250
 - <https://www.ohio.edu/viscom/undergraduate/>

Information and Telecommunications Systems

- Hans Kruse kruse@ohio.edu
 - <http://www.itsohio.net/current-students/undergrad/internships>

Additional Resource- Scripps Harris Student Center / College Office

Karen Peters, Internship and Student Services Specialist

SCH 108 (740)593-9994 petersk@ohio.edu

7/2018