



## What is an Internship?

It is important for you to recognize that the term "internship" is used in a variety of ways and thus will mean different things to different people. Colleges and employers often define internships differently. The wide array of meanings may be confusing and thus you will find it helpful to review this document in its entirety. **Essentially, an internship is a position that offers hands-on practical experience.**

**From our College's perspective**, there are 2 types of internships: a "for academic credit" internship and a "**not** for academic credit" internship. Students may seek an internship for academic credit provided they meet their academic major department's criteria to be eligible to hold one (i.e. junior or senior status, have not already held an internship for credit, a minimum GPA, enrollment in an internship course, etc.). And, in addition to being eligible, the internship itself must meet criteria set forth by your academic major department that enables the faculty to assign a grade to your performance (i.e. a minimum of 90 hours of relevant and varied business experience, be under direct supervision at the host firm, work 2 afternoons per week during an academic semester, etc.). Citadel Graduate College students also need to check with their academic major advisor regarding earning academic credit for an internship. However, unlike Cadets, they are not limited to "for academic credit" only internships during the Fall or Spring semester.

An internship that is not for academic credit does not have such specified guidelines. However, it is recommended that a student be able to receive varied experience in their role so that they may appropriately outline the skills/training attained on his/her resume and thus be able to apply what is learned to future positions held.

**From an Employer's perspective**, there are typically 2 types of internships: a **paid internship** and an **unpaid internship**. While there is obvious benefit to a paid internship, do not overlook the benefits of the internship in and of itself. Employers look for those with experience and this is a great way to obtain it! Cadets seeking an internship during the summer should be prepared to also search for a summer job.

An Employer may also define an internship as a paid training program that occurs for a specified time period **after** college graduation, **but before** a permanent employment position may be offered to the candidate. Generally, the candidate performs the duties of an actual position within the organization, but is considered to be a probationary employee during the training period. Not until after successful completion of the "internship" will the candidate be eligible to be considered for full-time regular employment.

And thus, **from a Student's perspective**, there are 5 types of internships:

1. For Academic Credit, Paid
2. For Academic Credit, Unpaid
3. Not for Academic Credit, Paid
4. Not for Academic Credit, Unpaid
5. A Paid Training Program to be Held *After* Graduation

## Why & When Should I Consider an Internship?

Internships are a great way to obtain hands-on experience in a field of interest to you. They allow you to learn from those working in the field so that you may encounter the day-to-day activities involved, as well as learn about the work environment. They also offer you the chance to determine if you have chosen the right career path for yourself and what else you need to do to prepare for it.

Internships are generally held for at least one semester (summer, fall, or spring) between the summer after the sophomore year (rising juniors) through the spring of the senior year. This is dependent upon what companies are looking for and, if you are seeking academic credit, what your academic major department deems appropriate. (You cannot hold more than 1 internship for academic credit). Citadel Cadets must be approved to receive academic credit for internships held during either the fall or spring semesters. (During the summer, the internship may be for credit or not-for-credit. If you seek one for credit during the summer, you must be approved to register for the appropriate course and pay the tuition associated with it).

Each academic department addresses internships for credit differently. See your academic advisor for the specifics regarding your department. (I.E. class standing, GPA requirements for academic credit internships, responsibilities of the company offering the internship, expectations for you, etc.). In most cases, only juniors and seniors may hold internships for academic credit.

## How Should I Search for an Internship?

Finding an internship will require research on your part. Check with your academic department for information on possible internship locations and use the following resources.

Some companies and organizations will post their internship opportunities with the Career Center through the online job board called *The Gate*. To view and apply to these postings, please register per the instructions found beside *The Gate* icon at [www.citadel.edu/career\\_services/info-students.htm](http://www.citadel.edu/career_services/info-students.htm). While a majority of the internships posted are for the Southeast region, there are some that come from the Mid-West, Northeast, Northwest and Southwest regions of the United States.

Some companies may also elect to schedule an On-Campus Interview (OCI) date with the Career Center to meet with candidates. Review the **On-Campus Interview Schedule** at [www.citadel.edu/career\\_services/OCI.htm](http://www.citadel.edu/career_services/OCI.htm) to know which employers have scheduled interviews and to view the *On-Campus Interviewing Guide for Students* for details on your participation. **On-Campus Interviews** are arranged through postings on *The Gate*. Employers may also seek internship candidates by participating in [The Citadel Fall Career Fair](#). Refer to the link for the employers registered to attend.

### **The best resources to review for your internship search are:**

- ❑ [The Vault Guide to Top Internships \(vault.com\)](#) - Provides information on the top internship programs, as well as defines "internship." Search Vault online through The Daniel Library at [www.citadel.edu/library/databases/vault.htm](http://www.citadel.edu/library/databases/vault.htm).
- ❑ Search for internships (and full-time and part-time jobs) on **CareerBuilder's campus section** at [http://www.careerbuildercollege.com/Internships.aspx?siteid=sep\\_gps\\_cbcamp\\_int\\_gen\\_00029](http://www.careerbuildercollege.com/Internships.aspx?siteid=sep_gps_cbcamp_int_gen_00029).
- ❑ Search for internships (and entry-level jobs) on **CollegeGrad.com** at <http://www.collegegrad.com/internships/>.

### **Website Links to Internships (Pay attention to listed application deadlines.)**

- American Red Cross (Carolina Lowcountry Chapter) [www.lowcountryredcross.org/](http://www.lowcountryredcross.org/)  
Summer, Fall and Spring semester internships in Community Relations, Emergency Services, and System Administration.
- Educational Housing Services- NY Student Housing Center <http://www.studenthousing.org/>  
For students looking for housing while they participate in an internship in New York.
- The Fund for American Studies: Live Learn Intern [www.dcinternships.org/](http://www.dcinternships.org/)  
Combining rigorous courses for academic credit with competitive internships, leadership development activities, site briefings, and lectures led by prominent policy experts, these dynamic institutes can give your students the real-life experience they seek, the networking contacts they need, and an edge in securing future employment.
- NACE (National Association of Colleges & Employers) Job Web <http://www.jobweb.com/>  
The Citadel Career Center is a member of this professional organization. Learn about internship opportunities and what to expect from employers who offer them.
- Vault <http://www.vault.com/>. Search for internships by key words, industry types and locations.
- National Institute of Neurological Disorders [http://www.ninds.nih.gov/jobs\\_and\\_training/index.htm](http://www.ninds.nih.gov/jobs_and_training/index.htm)  
Look under the Special Programs section to the left for Summer Internships and other opportunities.
- Intern Abroad <http://www.globalexperiences.com/internships/>. Search thousands of internships within the U.S. & abroad.
- Smithsonian Institute <http://www.si.edu/ofg/internopp.htm>. Internships and Fellowships. Please be sure to review listed deadlines for application.
- Colonial Williamsburg [http://www.history.org/foundation/human\\_resources/index.cfm](http://www.history.org/foundation/human_resources/index.cfm). Look under the "Other Opportunities" section for information.
- Naval Historical Center Internship Program <http://www.history.navy.mil/prizes/intern.htm>  
Opportunities with the Operational Archives Branch, Navy Art Gallery, and the Navy Museum.
- The Washington Center <http://www.twc.edu/>. Thoroughly review the deadlines for the various opportunities, as well as the eligibility information.
- DC Job Source [www.dcjobsource.com/](http://www.dcjobsource.com/). A guide to internships in Washington, DC.
- The Fresh Air Fund <http://www.freshair.org/workinnyc/workinNYC.asp>  
Summer positions and year-round internship opportunities in New York City.
- Find Tuition.com [http://www.findtuition.com/jobs.php?sc\\_extcmp=FT\\_Google\\_internship](http://www.findtuition.com/jobs.php?sc_extcmp=FT_Google_internship)  
Search the database for internships, scholarships, tuition assistance, etc.