Finding an Internship

What is an internship? Why Should You Intern?

You can begin exploring the different internship opportunities as early as your 2nd semester as a freshman. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent (source: National Association of Colleges and Employers). NACE has developed guidelines as to what describes a legitimate internship. Still unsure if you want to intern, here are 8 great reasons why you should do at least 2 internships before you graduate.

How Do I Find an Internship?

1) Review our Internship 101 Materials. If you have any concerns about an internship posting or have started an internship and have concerns, please contact the internship team at 718 951 5696 or intern@brooklyn.cuny.edu

2) Review materials and resources to help you make a great impression to employers
   • Attend events to learn about resume writing, interviewing and how to search for jobs (go to the career section of portal.brooklyn.edu)
   • Review the Resume Tools and then get your resume reviewed by meeting with a career counselor in 1303 James Hall during drop in hours
   • Prepare for networking events and information sessions where you will interact with employers and other professionals
   • Before your interview review, the Interview Quick Reference and Dress for Success Quick Reference to ensure you are properly prepared. Do research on the company on sites such as Vault.com and company website. You are also recommended to do a mock interview with a career counselor

3) Resources to find internships
   • Be familiar with the red flags to be sure you don’t fall for a scam job/employer.
   • Review 9 Ways to Find a Paid Internship and Summer Research Opportunities
   • Search for internships by using HireBC, Brooklyn College’s specific internship and job opportunity database. Accessible through the career tab on WebCentral
   • Research programs that provide paid internships or stipends: Magnier Career Center internship stipend and External Internship Stipend Programs
   • Attend one of our internship employer panels and our Brooklyn College Job/Internship Fair (October and March)
   • If you’re considering an unpaid internship, you should review Top Reasons to do a Paid Internship and When to Consider Unpaid
   • If you can’t participate in an internship due to work schedule or personal obligations you may want to build experience by creating your own project, freelancing, taking on responsibilities outside of your job description, participating in challenges through mindsumo or parker dewey. You may have to think outside of the box but you can find opportunities that will help you build experience. Another idea is working with someone who has their own business since they may be more flexible.

What Should I do if I Secure an Internship?

• Complete the Landed an Internship Form
• If an employer offers academic credit as a form of compensation, students must get authorization from their academic department prior to starting the internship
• If eligible, apply for an internship stipend in the Spring or Summer (prior to the semester you will intern) to help fund a non or low paid internship
• After you complete the internship, email intern@brooklyn.cuny.edu if you have positive or constructive feedback about an internship.
• Conduct yourself professionally by honoring the expectations and responsibilities of the internship. You are not only representing yourself but also Brooklyn College. You are strongly encouraged to review tips on how to be a great intern to help you make a positive impression. A positive impression can lead to a job or a great referral.

Having issues at the internship?

• Contact Miriam Loyd (intern@brooklyn.cuny.edu) if you have any issues at the internship site where you may need assistance (can range from minor such as a difficult boss to more serious such as discrimination/harassment). We ask employers to adhere to our guidelines when taking on an intern. If the internship is unpaid and you believe the employer is not complying with the Department of Labor let us know.