**The Internship Search**

**Internship Search Tips**

Need a few search tips before getting started? Here are a couple of suggestions:

***How do I determine where I want to intern?***

**Questions to consider:**

1. **What sector do you want to work (for-profit, nonprofit, public/government)?**
2. **With what population do you want to engage?**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LIFE SPAN CONSIDERATION | Community Based Work | Pregnant Mothers | Infant + Toddlers | Children | Youth | Adults | Seniors | End-of-Life |

**3. What issues are you passionate about or are you curious to learn more?**

|  |  |  |
| --- | --- | --- |
| **Issues Might Include:** | | |
| Activism  Adoption  Affordable Housing  AIDS/HIV  At-risk Youth  Human rights  Climate Change  Community Engagement  Divorce and Child Support  Domestic Violence  Economic Opportunity  Education  Environmental Issues  Food Security  food Systems  Foster Care  Gangs  Gay/ Lesbian/ Trans Rights  Hate Crimes | Health  Legal Services for the Poor  Literacy  Medicine, Alternative  Mental Illness  Migrant Workers  Minimum and Living Wages  Natural Disasters and Disaster Relief  Prevention  Reproductive Rights  Substance Abuse  Obesity  Organic Foods  Peace and Security  Poverty  Prison Reform and Prisoner Rights  Recycling and Conservation  School Violence  Sex Education | Sexual Harassment  Single Parenting  Special Education  Stress  Student Rights  Suicide  Tobacco and Tobacco-Related Health Issues  Unemployment  Unions  Urban Sprawl  Veterans' Issues  Voluntarism and Volunteering  Voting Issues  Waste Disposal  Water Pollution  Welfare and welfare reform  Wilderness Protection  Women's Rights  Xenophobia and Nativism  *(Note: there are many other issues*) |

**4. What you want to learn? (knowledge, skills, attitudes)**

For example,

a. Knowledge:

* Specific to job assignment- i.e., web design, youth development, grant writing/fundraising, business management, media relations, etc.
* Understanding of organization’s policies/ management style
* Judgment in performing tasks/prioritizing work tasks
* Overall ability to learn at the site and connect course content and theory to the internship

b. Skills

* Effective writing-the ability to create clear and concise written messages in plain language.
* **Translating complex information into understandable formats-t**he ability to combine words and graphics to make difficult and complex issues understandable to a lay audience.
* **Presenting information in public settings- t**he ability to present information to large audiences in a comfortable and understandable way. The ability to create effective visual information that assists the audience’s understanding.
* Ability to work with colleagues/**interpersonal skills-t**he ability to relate to people in face-to-face situations, to make them feel comfortable and secure, and to exhibit key public participation behaviors at all times.
* Active listening- the ability to focus on the speaker and portray the behaviors that provide them with the time and safety needed to be heard and understood.
* Ability to work with clients
* Organization and time management
* Technical skills – rapport, information giving and getting

c. Attitudes

* Desire for more knowledge and skill
* Ability to accept supervision and feedback
* Positive working relations with co-workers
* Dependability
* Use terms related to your major or industries of interest like marketing, design, technology, social media.
* Remember to try variations of one phrase. For marketing, you could also search on advertising, "public relations", "social media", "internet marketing" and other related terms
* Use quotes if you want to see results for that exact phrase.
* Use broad keywords like intern or search by a whole state without a keyword to see the largest number of listings for jobs
* Take the [**Internship Predictor™**](http://www.internships.com/predictor) and get tons of ideas for keywords to use in your intern jobs search.

**Internship Resources for Students**

Please note these resources for JSC students /internships are on the portal (Under the [Student Links/ Internships](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Pages/default.aspx))

[Internship Opportunities](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Pages/Internship-Opportunities.aspx)-thousands of listings including local, state and national organizations that offers internships.

If students aren’t quite sure where to intern, these [tools](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Pages/Additional-Internship-Resources.aspx) might help them in their search.

[JSC Job Bank](https://jscjobbank.wordpress.com/) - a listing of current internship opportunities that have been requested to the JSC Career and InternshipCenter by local and regional organizations and businesses.

[Past JSC Internship Sites](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/pastsites/Pages/default.aspx)- A listing of the last three semesters by academic department. Complete with hyperlinks.

[Vermont 2-1-1](http://vt211.org/) is the website and the number you dial to find out about hundreds of important community resources, like emergency food and shelter, disability services, counseling, senior services, healthcare, child care, drug and alcohol programs, legal assistance, transportation needs, educational and volunteer opportunities, and much more. Explore the Vermont 211 database to find organizations that align with your interests. Usually where there are services and programs, there is a need for interns. Make a call to the organization and ask for Human Resources and inquire about internship possibilities.

[JSC Internship Contract](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Forms-and-Documents/Pages/default.aspx)- a fillable form; please note, the contract has to be typed.

[JSC Internship Timesheet](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Forms-and-Documents/Pages/Internship-Forms.aspx)- monitor hours on site

[Reflecting on the Internship](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Pages/Reflecting-On-Your-Internship.aspx)- a guide to support students to look back on, think critically about, and learn from their experience.

[Internship Guide for JSC Students](https://portal.vsc.edu/sites/JSC/UGInfo/student-services/internships/Pages/JSC-Internship-Guide-for-Students.aspx)- an overview of the internship process at JSC. In this guide students will discover internship resources, the internship process, and the roles and responsibilities of students, faculty and site supervisors.