

**NEWS FROM THE INTERNSHIP COORDINATOR, ROSIE SHANNON**

Happy New Year. Hope 2010 is off to a great start for students, faculty, and employers! Congratulations to the 50 students placed in an internship for the spring semester. It continues to be a difficult time for some students who are still searching, but keep searching and feel free to contact our office for additional assistance. I would encourage those students still seeking a position to make an appointment with me to discuss your job search process and to brainstorm new options. The best advice, if you are still searching, is to use your own personal networking contacts and let people know about your future career goals.

We have many exciting events planned for spring semester. If you are considering a career in the social services field, you may want to attend the Internship Information Session co-sponsored by the Psychology Club and the Career Services Office which will be held on Wednesday, Jan. 27th from 12:15-1:15 in University Center Room 127. Visit our website at www.ius.edu/careerservices for more details. Come and hear from both students and employers about the various internship opportunities for Psychology majors/minors.

If you are looking for a way to get your foot in the door and gain some experience you might want to check out the Internship and Volunteer Fair on Tuesday, February 9th from 11:30-1:30 in the Hoosier Room. This would be an excellent opportunity to talk with local non-profit agencies about volunteer and possible internship opportunities— a great way to build a resume, and give back to your community. A free-lunch is included!

Welcome to our new intern, Erin Fuquay!

Career Services is pleased to welcome senior Erin Fuquay to our staff this semester. Erin is a Communications major and will be assisting the office with public relations and marketing efforts. Erin is currently assisting with all of the e-newsletters, updating our Facebook page, and is conducting some research on effective ways to market our services to IU Southeast students. We welcome Erin and look forward to her assistance this semester.

NOTES FROM OUR INTERN, ERIN FUQUAY

The first question I asked myself before I initiated my search for an internship was...Do I really need an Internship? I have a good GPA; I'm the Account Executive for the Advertising Club and I have multiple projects to put in my portfolio. What can an internship really offer? Well, soon after I started the process of getting an internship, I found out.

According to Businessweek.com, businesses are more likely to hire a former intern than just the next interviewee and with the economy like it is today internships can be the foot in the door that you need to get the job. Internships allow possibilities for networking, making contacts, office experience, and professional references. They can also offer school credit and even an income! Not to mention, the process in which to get an internship is just like the process it takes to get a job. Having the experience of going through the process of interviewing and preparing for an internship will make you even more experienced and comfortable with the same process it will take to get a professional job.

Career Services can help students create resumes, prepare for interviews, network with professionals and much more. Going through the internship process with career services will help you feel more prepared for any position you seek.

UPCOMING EVENTS

Psychology Internship Info Session – Wednesday, January 27, 2010, 12:15 – 1:15 pm in University Center North (UCN) 127

Journalism Job Fair – Saturday, January 30, 2010, 9:00 am – 5:00 pm at Ball State University, Muncie

Volunteer/Internship Fair – Tuesday, February 9, 2010, 11:30 am - 1:30 pm, Hoosier Room – Get a FREE LUNCH and learn about volunteer and internship opportunities with local non-profit organizations!

Game of LIFE – Friday, February 12, 2010, 12:00 - 1:00 pm, Woodland Lodge – Get a FREE LUNCH, play a round of LIFE and learn ways to gear up for a successful future! Open to all students.

Etiquette Dinner – Thursday, February 18, 2010, 5:30-7:30 pm, Hoosier Room - Learn business etiquette skills for dining and interviewing. The cost is \$10 and seating is limited. RSVP 812-941-2275.

Café Resume – Wednesday & Thursday, February 24 & 25, 2010 in the Bookstore Lobby outside the coffee shop – Professional HR representatives from local employers review resumes & offer suggestions.

Networking Event for Employer Connections – Friday, March 5, 2010, 8:00 am – 1:30 pm in Knobview. Learn how to meet & greet with employers in social settings. The cost is \$10. RSVP 812-941-2275.

Education Job Fair – Thursday, March 11, 2010, 4:00 – 6:00 pm, Hoosier Room – Open to anyone interested in teaching, counseling, subbing, etc.

Business & Industry Job Fair – Thursday, April 1, 2010, 6:00 – 8:00 pm, Hoosier Room

SOME RECENTLY POSTED INTERNSHIPS:

Job #15733 - Human Resources Intern at E.ON U.S.

Job #15687 – Tech Support Intern at Baptist Hospital East

Job #15679 – Invoice Control Intern at Summit Energy

To check these out or to look at other internship postings, log in to your CareerLink account at www.ius.edu/CareerServices

ARE YOU USING LINKEDIN?

"LinkedIn is a great resource to find jobs online if used effectively. However, many people do not know how to use it - especially new college graduates! Watch this video to find out how to network effectively, create an attention-grabbing profile, search for relevant positions, and use LinkedIn as a job-hunting resource the way it is meant to be used.

EMPLOYER'S CORNER

Supervising an intern can take a considerable amount of time and resources. Many thanks again for your countless hours of supervision and feedback. The goal of each student is to gain "real world" experience for his/her future career. Interns should be assigned a supervisor or mentor. The role of the supervisor is to assign day-to-day tasks, monitor progress, and provide feedback to the intern regarding productivity and learning outcomes. The intern should be provided the opportunity to experience meaningful project work. It is very beneficial for the intern to be a member of a project team so he/she can develop a sense of the "big picture". Also remember that your intern is here to learn and gain experience, so please consider your intern's skills and strengths, and give your intern a chance to contribute to the project. Interns also appreciate timely and supportive feedback regarding their performance and ways they can improve upon their skill level.