



# InternLink

November 2009

## Fall Into Success

### Notes from the Internship Coordinator, Rosie Shannon

Greetings from the Career Services Office! By now, many of you have started an internship assignment and are immersed with new projects. These opportunities are priceless! As you continue to develop your skills, you'll gain confidence and build motivation and good work habits—characteristics you will need after graduation. Remember, everyone you meet during your internship will be a potential networking contact in the near future. This career-relevant internship experience will impress future employers and make you more marketable in your field. Keep up the good work and good luck the rest of the semester.

If you are still searching for an internship, please contact me to discuss your situation and future plans; and please notify me if you have accepted an internship position, so this can be documented properly on your transcript!

### Recent Success Story from Intern, Theresa Rogers

We recently spoke with Theresa Rogers, who will be graduating in 2011. Originally, Rogers felt confused about what direction to go in with her degrees (Criminal Justice, Spanish and Psychology) and she decided to participate in the internship program. Rogers, who completed two internships at Republic Bank in Louisville, Kentucky, was recently offered a permanent position and will have a position created for her upon graduation as a Fraud Investigator. Rogers now says, "I am very pleased with my decision to pursue an internship that turned into a career that I never dreamed would have!"

Let's take a look at her internship position:

Q: What made you decide to do an internship?

A: I decided to do an internship because I wanted to see what was available with my Criminal Justice degree. I figured that since I needed the credits anyway, it wouldn't have hurt to look and see what internships were available. At first I was unsure if I would be able to do an internship on top of being a full time student and working another job; however, I learned that employers who hire interns are very flexible and understanding of students' schedules and are willing to work with them. I applied for the position, went to the interview, and was hired within two weeks of starting the internship process!

Q: What were your job tasks?

A: My tasks were, and still are, setting up new case files, doing research on the cases, and preparing them for the police. I worked in two different fields, credit/debit card fraud and check fraud. I have daily reports to do also. I cover phones when people are out of the office and must handle many new situations depending on the calls.

Q: Did you earn credit and/or money while interning?

A: I earned a total of 5 credits for the two internships that I completed along with an hourly pay wage.

Q: What has been the biggest benefit of your internship?

A: I now know what I want to do with my degree and my future. I would have never even known about this field had it not been for my internship and now I

## Network, Network, Network

### **NOTES FROM OUR INTERN, HANNAH WALLER-MARSH**

We all know the job market is tight- jobs are hard to find, and often not advertised as much as in the past. Online job searches simply aren't enough anymore! The real key to finding a position is through networking. Now that you have found an internship, you have broadened your networks and now it's time to start utilizing them. Take every opportunity to attend meetings, conferences, or other organization events. It is important to realize that everyone can be a potential networking contact. Make conversation about your interests and ask people for suggestions. Even search within your own family for potential connections- you may be surprised by what you find! Also be sure to attend every internship and career fair possible. These are opportunities to meet employers face-to-face. Watch for meetings, seminars, workshops, or other events on campus that may draw employers in your field as well.

As you near graduation, it is also very important to join a YPO- Young Professional Organization. These social networking organizations can help you meet people in your field, find out about possible positions, and help guide you as you begin your professional career. Online social networking is a great way to network in general. If you aren't already using LinkedIn, it is a great professional networking tool when used properly. Not only can you showcase a more creative version of your resume, but you can also get recommendations from employers and professors to add to your talent and experience, join groups related to your field, and much more. Begin searching for people within your organization, professors, and family. You can then search within their network connections for potential connections. You can also search Groups and YPOs in your field. Sites like Facebook, Myspace, Twitter and Blogspot can also be used as potential networking sites. However, keep in mind that if you are using your social networks for professional purposes, they need to look professional- no party pictures, cursing, or comments which suggest negative personality traits. I would personally recommend the use of LinkedIn to all students due to its professionalism and endless capabilities!

I will last note that it is also very beneficial to create a networking card as well. I wasn't aware of the use and benefit of such a card until recently, but I highly enjoyed creating mine and believe it will prove to be quite successful in the near future. It may sound silly to market yourself via business card when you are just a student, but it will give people something tangible to remember you by. Include your name, school, graduation date, and GPA at minimum. Feel free to make it two-sided and add internship and other relevant experience as well as awards. It can essentially be a "mini-resume." No matter how you choose to network, I can assure you that it is one of the most effective strategies to find a job. The connections you make will help you find out about job opportunities, find out more about your potential field, and will make you stand out from other applicants if you have a personal reference. Now get

plan to stay here and become a Fraud Investigator and I am very happy.

Q: What would you say to other students who have not participated in an internship or who may be considering one?

A: I would encourage them to just check out what internships are available. It's a great opportunity to earn credits and perhaps even get your foot in the door in a field you are interested in. Besides, it looks great on resumes too. I only went into Career Service to ask a few questions, now I'm working on my career as a Fraud Investigator!

Q: What advice would you give to other students who are currently participating in the internship program?

A: To those who are participating in the internship program, I would say- keep your options open and look at all positions, even those that don't really appeal to you at first. Had it not been for this internship I would have never even thought of fraud investigations let alone a career in the field.

### INTERNS FARE BETTER IN THE JOB MARKET

Experience does matter: NACE's 2009 Student Survey found that graduates who had taken part in an internship fared far better in the dismal job market than their peers who didn't.

Overall, just 19.7 percent of the Class of 2009 who had applied for jobs had one by the end of April, but grads with an internship under their belt beat that average—23 percent had a job in hand. For those who didn't do an internship, the job market was especially unwelcoming: Just 14 percent of those who hadn't been interns landed jobs.

NACE's 2009 Student Survey was conducted from February 19 through April 30, 2009; more than 35,000 students from more than 840 colleges and universities nationwide—including more than 16,500 graduating seniors—participated. [www.nacweb.org/products/info\\_pages/gradstud.htm](http://www.nacweb.org/products/info_pages/gradstud.htm).

### INTERVIEWING TIPS...

Be prepared to show how you are qualified for the position. If the job description/qualifications required excellent communication skills, then be prepared to give 2-3 examples of your ability to communicate effectively with all individuals—how many group presentations have you given, or how many student meetings have you led? Be prepared to talk about these experiences.

Show enthusiasm and a desire for the position. Smile and be cheerful.

Dress the part! Be sure that you are professionally dressed and have a clean, polished, professional look!

### HOT JOBS

#15426 E.ON U.S. Utility Accounting & Reporting Intern  
#15421 Summit Energy Invoice Control Intern  
#15099 New Age Communications Social Media Intern  
#14445 Baptist Hospital East Public Relations Intern  
#14418 Better Business Bureau Communications Intern  
#6704 Our Place Drug & Alcohol Services Group Helper

Remember to submit midterm and final evaluations to Rosie Shannon, [roshanno@ius.edu](mailto:roshanno@ius.edu)

out there and sell yourself!

### HOW TO GET THE MOST OUT OF YOUR INTERNSHIP...

Remember that the goal of an Internship is to learn as much as you can about the career field you are embarking upon for the next several years. Here are some tips to help you get the most out of your semester long internship:

According to Dr. Randall Hansen, of Quintessential Careers, students who follow these 12 tips will find themselves in not only a rewarding internship, but a successful career as well....some of these tips include:

#### Tackle all Tasks with Enthusiasm and a Positive Attitude.

In just about every company, the new hire/intern is going to have to "pay his or her dues." You will undoubtedly be given some grunt work to do, such as making photocopies, but the key is to complete all your work assignments with the same level of enthusiasm and professionalism. Hint: You might also consider working extra hours (beyond the required number for the internship) to show your work ethic to your supervisor(s)

#### Get as Much Exposure as Possible.

Some of the best internships rotate you among departments and supervisors, but if yours doesn't, don't let that stop you from tackling new tasks, meeting people outside your department, and attending company social events. The more you are exposed to new ideas and new people, the more you'll learn. Hint: Joining the company softball team (or other informal group) is a great opportunity to meet new people in a relaxed and informal environment.

#### Don't be Afraid to Ask Questions.

Always remember that an internship is a learning experience for you. While the employer expects to get a certain level of work from you, you are not expected to know everything. Seek advice and raise questions whenever you encounter something that is not familiar to you. Be open-minded about new ideas and procedures -- remember that you don't know everything and that your professors didn't teach you everything. Hint: Smart people know that there really is no such thing as a dumb question, so ask before doing.