

How To Secure an Internship

What is an internship?

An internship is work experience related to your major or career goals. In some fields of study it is known as a co-op, practicum, or fieldwork. While an internship may involve work like making copies and filing, the experience should not ONLY be that type of administrative work or it would not be considered a true internship. As an intern, you may work full or part-time, paid or unpaid (and/or for academic credit), during fall, spring, summer, or all year long.

Why intern?

It allows you to acquire essential practical skills by being exposed to the world of professional work.

What are the benefits of an internship?

- It provides you with a competitive edge in today's job-market.
- It gives you exposure to an industry or career path of interest and helps you make career decisions.
- It allows you to make contacts and develop a network of professionals (who might also serve as references).
- It may lead to a clearer sense of career objectives and increased motivation for school.
- It develops your professional and personal skills.
- It may lead to full time job offers upon completion of the intern program. Over 63.7% of new hires have some form of internship experience according to the National Association of Colleges and Employer's (NACE) 2013 Survey.

What are the requirements for participating in an internship?

- **Non-Credit Internships:** The only qualifications are those set by the employer.
- **Academic Department Credit Internships:** Internship opportunities and requirements, as well as student eligibility varies greatly by academic department. Check with your advisor for more details.

How do I secure an internship?

Step 1: Meet with an Ole Miss Career Center Internship Coordinator to:

- Determine what you are searching for in terms of an ideal internship
- Learn search strategies for your area of study
- Develop a resume and cover letter
- Practice your interviewing skills through a mock interview

Step 2: Seek opportunities that appeal to you

Use EmployUM (our Career Services' homepage) at www.HireOleMissRebs.com

- Click on Student Login and enter your username (it is usually your full Ole Miss email address).
- Enter your password (it is usually your student id number, unless you changed it).
- Scroll over the "Jobs" tab and select "Search."
- Search for internships by selecting "internship search."
- Arrange internship listings by clicking on expiration date or active/ inactive listings.
- Research the position and apply by submitting the required documents

Search Internships.com

- All Ole Miss students have access to Internships.com
- Create an account and search by major, location, and/or by paid or unpaid opportunities
- Do your research and apply by submitting required documents

Use other resources, including:

- Search engines such as: simplyhired.com, indeed.com, idealist.org, and experience.com
- Federal government websites, such as: USAJobs.gov, CIA.gov, FBI.gov, NSA.gov. etc.

Step 3: Use your network

- Use your social media networks to look for internships (LinkedIn, Twitter, Facebook, Google+, etc.).
- Talk with faculty members, advisors, family members, and peers to see if they know of any opportunities through their associates or friends.
- Consider using Career Links or the Ole Miss Alumni Portal to ask professionals in your field of study if they know of any opportunities (gain access through EmployUM and Alumni Affairs).

Step 4: Attend the Ole Miss Career Fair and Ole Miss Internship Fair in October

- The purpose of the Fairs is to provide a forum for students to meet with employers who provide full time and internship opportunities

Know your rights!

- The Department of Labor has rules for unpaid internships.
- For-Profit companies cannot offer unpaid internships unless the company has less than ten staff members or it is paying for your academic credit.
- Visit <http://www.dol.gov/whd/regs/compliance/whdfs71.htm> for more information regarding rules for unpaid internships/co-ops.

www.career.olemiss.edu -> What can I do with this Major?

ENGLISH

What can I do with this major?

| AREAS | EMPLOYERS | STRATEGIES |
|---|--|---|
| <p><u>WRITING/EDITING</u></p> <ul style="list-style-type: none"> Creative Writing Novels: Fiction and Nonfiction Poetry Plays Screenplays Scripts Greeting Cards Lyrics/Jingle Writing Journalism Writing/Reporting Editing Critique Freelance Writing | <ul style="list-style-type: none"> Newspapers Magazines Broadcast media companies including television, radio, and the movie industry Trade, professional, or consumer publications Internet sites Large corporations Government agencies including: <ul style="list-style-type: none"> Department of Homeland Security Department of Defense Department of State Veterans Affairs National Archives and Records Administration Universities and university presses Technical industries Self-employed/Freelance | <ul style="list-style-type: none"> Select elective coursework in a particular area of interest. Write for campus publications such as college newspapers, magazines, or departmental or program newsletters. Volunteer to assist or tutor students in a writing center. Become familiar with the proposal writing and submission process involved in freelance writing. Gain as much experience as possible through volunteer positions, internships, or part-time jobs. Demonstrate patience and persistence in starting a career in creative writing. |
| <p><u>TECHNICAL COMMUNICATION</u></p> <ul style="list-style-type: none"> Technical Writing and Editing Science and Medical Writing Grant and Proposal Writing Software and Hardware Documentation Information Technology Writing Human-Computer Interface Design Corporate Communications and Training Mechanical Communication | <ul style="list-style-type: none"> Management, scientific, and technical consulting companies Technical industries Retailers including electronics Engineering firms Healthcare industry Computer systems design companies Software publishers Self-employed/Freelance | <ul style="list-style-type: none"> Earn a bachelor's degree with a focus in English, communication, or journalism. Complete coursework in technical communications. Minor or take classes in science and/or computer science to learn about technical areas and trends. Gain experience in a specialized field such as engineering, medicine, science, web design, or computer software. Develop strong grammar and language skills, including a second-language. Obtain volunteer or internship experience as a research assistant in a technical information department. |

AREAS

EMPLOYERS

STRATEGIES

PUBLISHING

- Editing
- Advertising
- Sales
- Circulation
- Production
- Publicity
- Marketing
- Promotion
- Administration

- Trade publishing
- Special interest magazines
- Trade magazines
- Association magazines
- Sunday newspaper supplements
- Educational publishing
- Religious books and magazines
- Professional and scholarly publishing
- University presses
- Independent publishers
- Alternative media publishers including:
E-books
Audiobooks

- Obtain an internship in the publishing industry.
- Participate in a summer publishing institute.
- Develop word processing, editing, and desktop publishing skills; build additional technical skills if working in an online environment.
- Gain experience by writing for student publications such as the newspaper, creative writing magazines, the yearbook, etc.
- Conduct an informational interview with or shadow a professional in the publishing industry.
- Look for positions with local dailies and alternative weeklies in the community.
- Volunteer to write or edit publications with local nonprofit organizations to gain experience.
- Develop extensive grammar and language skills.
- Be prepared to relocate to cities with a publishing presence. A large majority of opportunities exist in New York City.
- Research the publishing industry to learn more about career ladders.

EDUCATION

- Teaching
- Administration
- Higher Education Administration:
Admissions
Financial Aid
Academic Advising and Support Services
Development
Alumni Affairs
- International Education and Study Abroad
- Student Affairs, e.g. Residence Life, Student Activities, Orientation, Leadership, Greek Life, Multicultural Affairs
- Information/Library Science
- Non-classroom Teaching
- English as a Second Language (ESL)
- Research
- Tutoring

- Public and private K-12 schools
- Colleges and universities
- Language institutes, local and abroad
- Libraries
- Museums
- Private learning centers
- Test preparation organizations
- Nonprofit organizations involved with literacy

- Obtain appropriate state certification for public school teaching. Gain certifications to teach multiple subjects or age groups for increased job opportunities.
- Earn a master's or doctorate degree for post-secondary teaching. Maintain a high grade point average and secure strong faculty recommendations for graduate school.
- Plan to attend graduate school in college student personnel or information science for those fields.
- Seek volunteer experiences working with children through Big Brother/Sister programs, tutoring, summer camps, YMCA's, etc.
- Participate in activities such as debate or literary clubs, campus publications, or student government.
- Get involved in roles of leadership such as resident advisor, peer mentor, student advisor, etc.

AREAS

ADVERTISING

- Creative Services
- Copy Writing
- Art Direction
- Web Page Design
- Account Management
- Media
- Account Planning
- Production

EMPLOYERS

- Advertising agencies
- In-house agencies of large companies

STRATEGIES

- Demonstrate talent, persistence, assertiveness, and enthusiasm.
- Be prepared to start in an entry-level position.
- Obtain strong statistics background for market research positions.
- Create a portfolio of writing showing originality and imagination for creative positions.
- Gain knowledge of various media, contemporary tastes, and trends.
- Obtain experience with campus newspaper, TV, or radio.
- Participate in sales and promotions for student organizations or private businesses.
- Complete an internship in a market research firm or advertising agency.
- Supplement curriculum with courses in advertising, communications, business, art, or graphic design.

PUBLIC RELATIONS

- Account Coordination
- Writing/Editing
- Media Relations
- Social Media
- Account Management
- Fundraising
- Research

- Public relations firms
- Advertising agencies
- In-house public relations departments
- Trade associations
- Colleges and universities
- Nonprofit organizations
- Government agencies

- Obtain internship or other relevant work experience to break into this field. Be prepared to start at the bottom and work towards higher levels.
- Develop strong research skills, public speaking ability, enthusiasm, and interpersonal skills.
- Supplement curriculum with business courses.
- Become an effective team member by working on group projects for campus organizations.
- Volunteer to write publications for nonprofit or student organizations.

BUSINESS

- Management
- Customer Service
- Sales and Marketing
- Human Resources
- Insurance
- Claims
- Underwriting

- Business organizations including banks, real estate agencies, insurance firms, and large and small corporations
- Retailers including department, grocery, drug, specialty, variety, and book stores

- Obtain a business minor.
- Gain relevant experience through part-time jobs, internships, or volunteer work.
- Secure leadership roles in campus organizations and student professional associations.
- Seek experience as a financial officer or treasurer of a campus organization.
- Develop strong analytical and computer skills.

AREAS

LAW

- Law Assistance
- Prosecution
- Defense
- Contractual
- Corporate
- Nonprofit or Public Interest
- Government
- Mediation
- Lobbying

EMPLOYERS

- Law firms
- Government agencies
- State and local government
- Corporations
- Public interest organizations
- Private practice
- Colleges and universities

STRATEGIES

- Participate in a debate or forensic team to hone communication skills.
- Develop strong research skills and attention to detail.
- Take courses in and gain experience with mediation and conflict resolution.
- Get involved with pre-law organizations.
- Obtain a summer or part-time job in a law firm.
- Plan to shadow an attorney to learn more about the field and various specialties.
- Complete special training requirements for paralegal positions.
- Attend law school and earn a JD to become an attorney. Maintain an excellent GPA and secure strong faculty recommendations to gain law school admittance. Plan to take the LSAT.

GENERAL INFORMATION

- A bachelor's degree in English is very broad and is sufficient for entry level positions in business and industry, as well as in areas such as entertainment, radio and television commentary, and museum work. Because English can lead to many different career paths, it is important to identify an area of interest and be planful about gaining the right skills, experience, and credentials to enter that field.
- A major in English is also good preparation for continued graduate or professional training in areas such as English, law, political science/government, public administration, communications, religious studies (e.g. seminary).
- Be proactive, determined, assertive, and confident in order to secure freelance writing opportunities. Writers typically experience many rejections for each piece that is accepted for publication. Save samples of written work to be used for a portfolio. Cultivate other career opportunities in order to supplement a freelance writing income.
- Obtain additional areas of expertise such as journalism, broadcasting, technical writing, or politics for specialized positions.
- Conduct informational interviews or shadow professionals in careers of interest to learn more about their jobs.
- Join relevant professional associations. Attend their conferences and read their journals.