



ESTABLISHING YOUR OWN INTERNSHIP

If you decide that you want to establish your own internship, the following guidelines may be helpful.

1. Determined partly by your major and partly by skills, experience, knowledge and interest, decide what kind of work interests you. The kind of work you do may or may not be directly connected to your major.
 - If your major does not correlate to a “kind of work,” think about which are your strongest skills.
 - Where have you developed those skills: in your academic training, in volunteer or community service, in athletic competition, in various jobs, in participation at synagogue or church?
 - Once you have identified your strongest skills, draw distinctions between those you enjoy using and those you don’t.
2. Once you have identified your skills, for what sort of organization you would like to work?
 - For example, if you want to do research, what outcome would you like the research to have? What kinds of research are you already equipped to do? Are you interested in primary source research or do you prefer to use the Internet?
 - Next, what sort of organization would be of interest to you? Do you see yourself in a formal, business setting or a more relaxed environment? Can you picture yourself working for a government--local, state or federal--agency or do you see yourself in a fast paced, Fortune 500 setting?
 - Does the product or service matter to you or are the skills you would use more important? Can you see yourself working for a non-profit agency or do you want to contribute to the profit margin of your employer?
 - If you find these questions difficult to answer, contact your site director or the Career Management Center here at Old Dominion University.
3. Next identify decision makers in the organizations which interest you.
 - In some cases these will be people who work in departments that interest you and in others they will be staff in the human resources arena.
 - If the organization has had interns before, the process may be quite simple.
 - If not, and you would like someone on the CMC staff to approach the employer, please provide us with complete contact information: the name of the organization, the name and position of the person you are dealing with, and address, phone, fax, e-mail and website addresses.
4. While the organization is working on establishing a position for you or is processing your paperwork, meet with your site director for additional guidance.
 - This step is extremely important for the department will have requirements you must meet in order to obtain academic credit. In some cases, you will register for credit before actually obtaining an offer and in others you will wait to register.
5. Once you have interviewed for and obtained an internship, be certain to review your academic requirements with your faculty member.
 - Sample requirements would be: a daily journal, periodic updates, a special project, a substantial paper, etc.
 - At the end of the semester, you will be required to fill out an evaluation of your experience and the employer will fill one out on you as well.