

Intern Guide

What is an internship?

- An internship is a short-term work experience emphasizing hands-on learning
 - Pre-professional experience in which the student will begin to demonstrate how his/her academic preparation can aid them in pursuing his/her career goals.
- An internship should be a “shared value” experience
 - The organization provides a learning laboratory where students experience the real working world.
 - Students contribute to the organization by performing meaningful projects and assignments that are of continuing value to both parties.

How can I find an Internship?

- Intern Site at www.npconnect.org (under Careers Tab)
- Annual Nonprofit Shadow Day (www.npconnect.org)
- American Humanics, Inc.
- Colleges/Universities
- Personal relationships

Intern Job Description

- When looking for an internship, an organization should provide a job description to you. Ideally a job description would include the following information:
 - Mission of Organization
 - Purpose of Internship (title)
 - Qualifications
 - Include unusual requirements (i.e. medical exams, etc.)
 - Job Duties
 - Start/End dates, hours
 - Compensation
 - Contact/Supervisor information
 - Include location & parking instructions

Internship Application and Interview

- You should treat an internship just like you would a professional job interview:
 - Prepare a resume (use a professionally appropriate email)
 - Change your voicemail to a professional sounding greeting
 - Follow all internship application and interview procedures set up by organization (i.e. communicate via email if they say “no calls”; submit all requested writing samples and references)
- If called for an interview,
 - Call back promptly, when you are free of distractions, and when you have access to your planning calendar
 - Make sure you confirm the time, location, parking instructions and any special requests that were made
- Prepare for the interview,
 - Research the organization so you have some familiarity with it
 - Dress professionally (better to be over-dressed than too-casually dressed)
 - Arrive 15 minutes early
 - Turn off all electronic devices
 - Bring a copy of your resume, references and other materials that were requested of you

- Ideally, in an interview, the organization will:
 - Provide mission & philosophy of organization
 - Explain how intern fits into organization
 - Explain responsibilities and expectations of intern
 - Be as specific as possible about what the student will do
 - Describe available training or other professional opportunities available to intern
 - Explain office hours, location, parking, & dress codes
 - Explain compensation and benefits
 - Ask student about their interests and what they hope to get out of their internship
 - Leave time for questions
 - Take a few notes during the interview, listen to what people are saying so you ask questions that have not already been addressed
- After the interview:
 - Write and mail a thank you note immediately to all people in the interview (be sure to get a business card from everyone)
 - Be sure to reference something specific that was discussed during your interview

Internship pay

- Ideally your internship will be paid, but ask for clarification before you interview if you are unclear and are seeking a paid internship
- Be sure to check into all options academic programs where funding may be available (i.e. American Humanics' Next Gen and ProCorps)
- Ask for clarification about your pay (will it be an hourly wage that will be paid weekly/biweekly or will it be a stipend where you receive payment only a few times throughout the internship?)

How to Be a Good Intern

1. Complete all paperwork for organization and/or academic supervisor, as necessary. Discuss when to schedule performance reviews.
2. Develop a schedule or regular office hours with your site supervisor. (Remember to schedule time off for fall/winter/spring breaks, school activities.)
3. Arrive on time, make it a point not to leave early and clear with the site supervisor any deviation from the specified schedule.
4. Be on the job for the agreed upon number of hours and start/end dates.
5. Complete all duties and responsibilities, as required, in a professional manner. As for help when needed. Remember, this is a learning experience for you...you are not expected to know how to do everything!
6. Participate in any require training and/or conferences.
7. Become aware of organization's Standard Operating Procedure.
8. Submit time sheets as discussed with site supervisor.
9. Dress appropriately as expected by the host organization.
10. Arrange meetings between site supervisor and academic supervisor as necessary.

Learning About Your Organization

An internship helps you gain valuable work experience that you can list on your resume. Learn as much as possible. While there are no set questions for your internship, the following suggestions may help you discover more about the organization for which you work.

- What is the overall mission or purpose of the organization?
- What needs in the community are served? Does the actual work of the organization reflect its mission?
- Are there guidebooks, training manuals or other information available?
- What is the organization's managerial structure? Is an organizational chart available?
- Is your organization tied to a national organization? If so, what support is available to the local affiliate?
- What methods of fund raising are used?
- What is the culture of the organization?
- What are the major frustrations, problems and difficulties you encounter?
- How is performance evaluated?
- How do you feel about the way ethical issues are handled?
- If applicable, what is the process for gaining employment in this organization? How often are opportunities available? What is the salary range? What are advancement opportunities?
- What skills and qualities are valued in this organization?
- What types of diversity do you see in the personnel and the client base?
- Is this type of organization or type of work that you enjoy? Consider why this organization meets or fails to meet your career objectives.