

Internships 101+



Techniques to search, secure and benefit from quality internships

Presented by Ken Naas, Career Advisor
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Welcome today. Today's seminar's on internships and it's called "Internships 101 Plus" because it's not just the beginning, but even more than the beginning. Has anybody in here done an internship before? No? Ok, I have. I went to Chico State and I did one. I believe in them and I'll show why as I go along in this presentation. But first of all, we're going to talk about techniques to search, secure, and benefit from quality internships.

Why consider an internship?

- **Career clarification**
- **Gain valuable work experience**
- **Resume builder**
- **Network with those in your chosen industry**
- **Potential to receive a job offer!**

Why consider an internship? One of the main reasons is career clarification. When I did my internship at the National Institutes of Health, I went out back east and I learned some things I liked about the career I was looking at and some things I didn't. So I call it clarifying your career. You may get here and think you want to do a certain type of career and you look at somebody over there and say, "I really want to do what they're doing." So it helps a lot to get out there and actually do the work rather than just learn from the classroom setting. Gain valuable work experience. Most employers that come to Chico to recruit or post positions here, they don't just look for school, they look for work experience. How do you get work experience besides working in a restaurant in your career field? You actually go and do an internship. So that's going to be on your resume in addition to just your past work experience in things unrelated to where you want to go, so there's a resume builder. And then also, networking with people in your industry. How do you meet people who do similar jobs as you without getting out there? So if you go work there, you could start networking with the people, potentially people you might be able to get jobs from in the future, or leads about jobs. And then potential to receive a job offer. A lot of our interns go straight from the internship into a full time offer. So for example, a couple of years ago there was a major corporation. A student went there in the summer and in September, he signed his contract to start the following June after graduating in May. So his whole final year at Chico state, he didn't have to worry about recruiting through our office because he had already signed his contract for the following year to start working for them. The reason they hired him is because they had a 3 month test drive with him. He also had a 3 month test drive with them to see if he liked that company. They decided they did and they hired him. And that happens quite often.

The Big Picture of Internships



- [How to Get an Internship on Howcast.com via YouTube](#)

And I want you all to know that I'll take questions at any time during the presentation. And I didn't mention my name is Ken Naas, I'm a career advisor here at California State-Chico. I work in the Chico State Career Center where we offer help with resumes, cover letters, job search, internship search, and I just mentioned before the start of this that we have a career fair coming up November 3rd. And we have about 6 or 7 career fairs a year, so it's a really good opportunity to meet employers in person. Ok, the big picture of internships. I went on the web and decided to research a few little videos because I thought, "Well, it's not always going to come from my mouth." So I'm going to let you watch this for a minute. Let me know what you think of this.

[Begin Video]

You want to break into an industry, any industry. The best strategy is to be born into a family that owns a business in that field. The next best thing is to get an internship. You will need a computer, a phone, and [inaudible] tenacity. Step 1; pick a field to intern in. Do something that's exciting to you. You don't have to know a lot about the field, that's what an internship is for. You just need a genuine enthusiasm for learning more about it. Step 2; [inaudible] a resume. Include any work experience or academic study related to the field you want to intern in. Many internships are unpaid. Be prepared to work cheaply. Step 3; if you go to a school with an internship coordinator, see if he or she could advise you on your area of interest. Step 4; tell everyone you're looking for an internship. Friends, family, neighbors; you never know who knows who.

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Step 5; send an email to all the reputable companies in your field, even if they don't officially offer internships. People will respond to enthusiastic inquiries. If there's a company you really want to work for, consider contacting high level people there directly. If they like you, they can make something happen for you right away. Step 6; book as many interviews as you can. Step 7; send a thank you note or email after all your interviews. Step 8; when you get an internship, be enthusiastic and work hard. Remember, the people you're working for could give you a real job next year. And besides, everyone hates a lazy intern. Did you know Microsoft founder Bill Gates once interned as a congressional aid and supported himself by selling old campaign buttons as collector's items? Ok, so what did you think of that? Somebody give me feedback? Should I keep going with our presentation? Yes? Yes? Sure, ok two and a half votes for it.

Internship Process...A-Z

Get an Internship...

Get an Edge on Your Career!

- Go to the Chico State Career Center homepage at www.csuchico.edu
- Go to Students & Alumni
- On Drop Down menu go to Get a Job or Internship
- Go to Internships

Ok. It's kind of funny but really, I believe that you should search for something that you really are passionate about, that you really want to pursue. At least try to find out more information about different opportunities, because there are so many internship opportunities out there. There's thousands and thousands of opportunities out there. So how do you go about finding one? One of the ways is coming in here to the Chico State Career Center and going on our database and looking at the options that we have posted. And we have a short orientation you go through and then you could research on here.

Internship Search

- **Utilize the Chico State Career Center database. To access, go to www.csuchico.edu/career and then select Search Jobs and Internships on the right side of the homepage.**
- **Use other internship search sites (over 40,000 exist!) You can find a more select list of sites on the Chico State Career Center website www.csuchico.edu/careers (go to Students & Alumni, on Drop Down go to Get a Job or Internship, then go to Online Job Postings).**
- **Meet with a Chico State Career Center advisor to explore internships and receive career advising as well as assistance with your resume and cover letter.**

So you go to "search jobs and internships" and that goes to our database which has not only internships, but then also down the road, career opportunities on here. So there are lots of positions in there. And then also over here, it says "get a job or internship" and go to "online job postings." I read an article the other day that said there are 40,000 job search sites, at least. So people say there aren't any jobs, then why are there 40,000 job search sites. There's got to be some jobs and internships. Most sites will say it's a job search site, but really its jobs and internships. There's almost always a drop down or selection for internships. So you can go to your area of interest here and let's say that you're in the natural sciences; these are all job search sites in that specific field, ok? So that's how we break it down on our website. Also, there are nationwide ones like craigslist, MonsterTrak, CareerBuilder. One of the ones that I like a lot is called "Indeed" and you can simply put in what and where, or you can go to advanced search and put in internship-specific location ranges and all of that and look for internships that way. I really believe in searching wide and spending some time doing this because like I said, I want you to get to something that you really like. So it's all about a good match for you, ok?

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Students of Alumni: One thing that I talk about is talk to your classmates, talk to people who've done internships, find out about their experiences. Because what a company says at the career fair or what I may say about an experience is one thing, but I wasn't on the internship. But your classmates who went out there and tried that internship, they're going to give you honest feedback; what they learned, what they didn't like, whether it might be a good fit for you or not being someone that they know. So talk to people. Alumni, we have an extensive connection to a lot of our alumnus out there who are working for companies who can share inside information about what it's like to work there. So use us as connectors to those alumnus.

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So I went through a lot already, the other sites. The database: Then also once you are starting to think about where you want to go or even beforehand, you can also come here for one-on-one appointments. You can schedule an appointment with an advisor, sit down and talk about the different options, how to apply for them, getting help with the resumes, cover letters, the whole application process. Yesterday I was assisting a student applying to the Epcot Center at Disney World in Florida and she needed help with the cover letter portion because she wasn't quite certain what to get out into the cover letter. What do they want to hear in a cover letter? And I was explaining to her that it's not just a general cover letter that you want to send, its specific to that company why does she want to intern with them? And why does she want to intern in the plant science internship specifically? So she carved that into her cover letter. I think that's going to be more impactful then just a general cover letter.

Chico Interns in Action at...

- **Bridgestone Golf, Inc.**
- **Catalyst Domestic Violence Services**
- **Chico Outlaws**
- **City Hall, Providence, Rhode Island**
- **Comcast Sports Net West**
- **Cosmopolitan Magazine**
- **Fireman's Fund Insurance**
- **KPMG**
- **Marriott Vacation Club**
- **NASA, Johnson Space Center, Houston, TX**
- **Pacific Gas and Electric**
- **U.S. Fish and Wildlife**

Ok and we just put a short little list on here of some of the organizations and companies that we've had interns at from Chico. So you can see it's pretty wide, it's not just companies, it's also non-profits, it's also government agencies. So we've got Bridgestone Golf, we've got the Catalyst Domestic Violence Services here in Chico, Chico Outlaws minor league baseball team, City Hall in Providence, Rhode Island, Comcast SportsNet West, Cosmopolitan Magazine, Fireman's Fund Insurance, KPMG, Marriott Vacation Club, NASA, PG&E, and U.S. Fish and Wildlife. So we have lots of different opportunities. That's just a little smattering of where we've had students.

You Too can YouTube Internships!

- [The World's Most Interesting Intern](#)

Now, I went on YouTube also to look at some other internship videos just for fun and found this one entitled, "The World's Most Interesting Intern." Any time somebody touts themselves as the world's most whatever, or the world's best whatever, I've got to check I out because I think they're overinflating their worth on the planet. But I did find it quite interesting, so you guys give me an idea of what you think of this after watching it.

[Begin Video]

Cisco Systems intern, California resident. I just staffed a pretty cool event with the President of Russia...day 8 on the job and I just saw the President of Russia...man I bet you never ever got a chance to see the President of Russia! Okay, here we go: I'm curious and affable, my name badge is retractable. You other interns laughable, your thermos must of half as full. I'm 6'7" staff-able, you can't find giraffes this tall. I'm known to play some basketball or finish office tasks on call. When I rap I have to win, I'm in the break room back again with notebooks, stacks of pens, sounding' off these acronyms: CDO, EBC, GBO, and CBT, VPN, CEO, I'm sounding' like C-3PO. 2 things that you need to know: I'm always clean and never late. I'm known to rock a cubicle and show my face on clever tapes. I'm working' on my ThinkPad, sending' mail every day. It's natural to think that I'm talented in every way. A blog post, a Twitter tweet, I'm never where the quitters be. Its social network wizardry. I'm all about the synergy. The vuvuzela interests me, and I've got the best hair. 3 words that I'll leave you with: Ergonomic desk chair.

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Ok, between those 2 videos, which one do you like better; the first one or the second one?
The first? I loved the second one. First one? Wow, ok. I like them both. Do any of you have any questions yet? No, ok.

Steven Spielberg

At age 17, Spielberg scored an internship with Universal Studio's purchasing department. After convincing the studio's executives to watch one of his early films, they signed him on a 7-year contract.



Anybody ever seen this guy before? Steve Spielberg? Ok, at age 17 Spielberg scored an internship with Universal Studio's purchasing department. After convincing studio executives to watch one of his early films, they signed him on a 7 year contract. I don't know how much it was for, but I think Universal might have scored the best end of that deal.

How to Survive Your Summer Internship

By [Melanie Brooks](#) | [Inc. Magazine](#)

- **Always wondered what the summer interns *really* think? We polled a sample of [New York](#)-based interns to get their thoughts on surviving a summer indoors and on the job:**
- **Stay occupied.** "Being bored at an internship is the worst. If no one has assigned you something to work on, seek it out. When you're busy the hours fly by and you gain more experience and respect from your bosses and co-workers."
 - [-Jess Blumberg, Intern for Inc. magazine](#)
- **Build in rewards.** "Before I hit the office, I buy an oatmeal raisin cookie and try to save it for mid-day. It gives me something to look forward to and a reward for myself for making it through that part of the day."
 - [-Julie Leibach, Intern for National Public Radio](#)
- **Be nice!** "I recommend being friendly to everyone -- the receptionist, mailroom people, IT personnel and the janitors. You never know when you might need their help to get something important done. It helps to have friends in all sorts of places."
 - [-Kaija Helmetag, Intern for New York magazine](#)
- **Eat right.** "You must have breakfast in the morning so that you can take a late lunch -- the second half of the day is always slower."
 - [-Crystal Fisher, Intern at NOVA](#)

Ok, so here's internship, line 2, a 7 year contract; how to survive your summer internship. That's what this was titled, but I don't just say summer because you could be fall or spring, but it says... They decided to go out and talk to people and find out what they thought, actual interns. So this first person said, "Being board at an internship is the worst. If no one has assigned you something to work on, seek out. When you're busy the hours fly by and you gain more experience and respect from your bosses and your co-workers as you gain more respect." So part of it is, being responsible for your learning. Just like in class, you may not know something or you want to learn more about a topic. You may or may not get to further discuss it in class, but you might go to the office hours of the professor and sit down and learn more. Same with on an internship; if they're not teaching it to you but you want to learn it, ask. A lot of times they provide it, right? So be proactive in your learning. Building rewards: "Before I hit the office, I buy an oatmeal raisin cookie and try to save it for mid day. It gives something to look forward to and a reward for myself for making it through that part of the day." That seemed silly to me at first, but then I think about it... That was an intern at...let's see which one is that? The cookie one goes to National Public Radio. But I think about it as I walk around campus. In between breaks and classes, you could go get a cookie, you could go get coffee, you can do things because you have breaks. But at jobs, a lot of times you don't have a lot of breaks.

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So you're pretty much working straight through. You might have a 15 minute break in the morning, then lunch, then 15 minute break in the afternoon. But you don't have an hour here gap, a half hour gap there like you do in school. So I think this person's pointing out that I want to make sure I still have a little something for me as I work through the hard day. Be nice: "I recommend being friendly to everyone; the receptionist, mail room people, IT personnel, and the janitors. You never know when you might either have to get something important done, it helps to have friends in all sorts of places." This person was an intern at New York Magazine. Remember everybody works there. No matter what their rank is, most of them do talk throughout the organization. So if you are friendly to my receptionist, our receptionist here at the Career Center, she may go back and tell the director how nice you were or how professional you were, and then word gets around the office. If you do something on the other end, at lot of times she will take that information and go back to him as well. So just be cognizant as to how you act with everybody at the location. Eat right: "You must have breakfast in the morning so you can take a late lunch. The second half of the day is always slower." I don't know if I agree to that, but it depends on the internship. Let's see that person is at Nova, but it depends on where you are because the afternoon might be the busiest time of the day.

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That's one thing you'll notice is different times of the day, different times of the week, different times of the month, seasonal stuff, things change and you have to kind of watch for that. Work for money: "Get an internship that pays. I work 3 days at my internship and the other 4 days from my paying job, plus I take a night class. I survive off \$.65 street vendor coffee." That sounds terrible for my stomach right now. There are paid internships and there are unpaid internships. So I do say yeah, focus on the paid ones first. But if you can't get a paid internship, it's still good to get experience. Don't be a pee-on: "Interns need to take the initiative to start and finish tasks efficiently and on time without running to their boss with obvious questions every 5 minutes. If you act like a pee-on, you'll get treated like a pee-on." I think that's being respectful of yourself and say, "I have something to offer here." Because it is a training opportunity to learn more, but it's also a chance to apply that training. So you bring something to the table and know that you have that going in, even day one.

Conan O'Brien

The funnyman worked as an intern in the House of Representatives, for Rep. Barney Frank. Why didn't he stay in politics? "I was impatient," [O'Brien told James Lipton on an episode of Inside The Actor's Studio.](#)

"I didn't want to work my way up."



Does anybody know this guy? Conan? I never stay up late to watch this guy, but Conan O'Brien; the funny man worked as an intern in the House of Representatives for Representative Barney Frank. Why didn't he stay in politics? He says, "I was impatient, I didn't want to work my way up." So he decided to go into comedy instead. I think what I'm getting at with these famous people is that a lot of people have done internships. And sometimes they don't always end up in the profession which they interned in as an example right here.

Intern takes over the Small Screen

- [Lyle the Intern Rallies](#)

Ok, oh I have another video. You know I must not like to stand here the whole time because you guys get board of me so I have other people talk for me. [Begin Video]

Intern takes over the Small Screen



- [Lyle the Intern Rallies](#)
- **The Big Boss is ALWAYS Right!!**

Ok, we get to vote again; number 1, number 2, or number 3? Number 1, still number 1? ok. Anybody else? 3? 3, ok. The votes are in. Looks like it's a close vote. I think I'm going to keep them all in because you never know. The reason that the big boss is always right, well they're not always right. But in that case, did that intern maybe take it a little too far with his ultimate boss there, David? He kind of took over the show, ok. So be careful what your role is. You're not running the place, you're not the boss. I've had students before who kind of think they go in at the top level as an intern. That's not really where you start. So being respectful of what your role is and knowing what your role is. He honestly overstepped his boundaries, but it was pretty fun.

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Ok, questions? Now we're here for questions? Do you have any questions back there in the back? No? Anybody else? No questions? Who wants to get an internship now? There you go, 1, 2, 3, 4. Ok, everybody in the room wants to go get an internship. So what's one step you can take? After being here today, what's one step you can take to get an internship? Ok, that was check the Career Center website. And what I would say just to reiterate what I talked about during the presentation is come in here for a short orientation so that we can walk you around the database and then if you want further attention, you could set up an appointment with a career advisor to sit down and discuss your strategy, ok? Anything else? Ok the question was, "How do you know which ones are paid and which ones are not?" Very good question. On the listing itself, it's like a regular job description and it will say what the salary is. So if there's no salary posted, it's unpaid or it will say "unpaid." If it's paid, it will usually say a per hour rate. So it's either \$8 an hour, \$10 an hour. About 5 years ago I had a computer science student out of Chico State that did an internship and made \$32 an hour. And I said that's about what I make; that's pretty good money for an intern. So this whole fallacy that internships are low paid or not paid is not true. But to answer your question straightforward, it will tell you right on the website. Sometimes it will say "paid" and won't be specific. And if you really need to know or want to know, just ask us because anything that's posted on our website, we have the phone numbers and contact information for all the employers. So I can phone up the employer and say, "I have Susie Smith, she really wants to know how much this internship pays before she even applies; could you please tell me?" And then they'll tell me. Not only do I tell Susie Smith, but then every other student that comes in and wants that same internship. Well thank you for coming today, I appreciate it. And hope you all get an internship, ok?