



Five Towns College

305 North Service Road
Dix Hills, NY 11746

Office of Career Services

631-656-2163; Fax: 631-656-2192

INTERNSHIP GUIDE



Exploring Career Paths

INFORMATION TO ASSIST YOU IN FINDING THE RIGHT INTERNSHIP FOR YOU!

INTRODUCTION

The Importance of Internship in your Academic Career:

Your internship is an important aspect of your academic career choice. This experience will give you the opportunity to work in a related field of your choice and will enable you to discover the many associated existing jobs. You may have the opportunity to learn “hands on,” the various jobs affiliated with your chosen field and give insight to industry positions you may not have known existed just from academic study alone.

Once you have made your internship selection and begin working, you will expose yourself to the world of professional work and the possible beginning of your career pathway. You may also discover that a particular job is not right for you, and you can take that experience and apply it in a new and related (or unrelated) direction.

STEPS TO OBTAINING A “FOR CREDIT” INTERNSHIP

1. Meet with your Advisor to obtain an Internship Verification Form. This form can be found in either the Office of Career Services or from your Academic Advisor.
2. You must have at least 87 credits and a GPA of 2.5 or higher to be eligible. Once you meet with your Advisor, it will be determined if you are eligible and you may proceed. *Some consideration will be made if a student does not meet the mandated requirements. A waiver must be considered and signed by an Academic Advisor in order to proceed.
3. Once your Internship Verification Form is signed by your Advisor, you will bring the form to the Office of Career Services for a Career Counselor’s signature and approval. At that time you will set up an appointment with a Career Counselor to continue the process.
4. Once both your Advisor and Career Counselor have signed the Internship Verification Form, you may submit the form to the Registrar and register for the course.

WHAT TO EXPECT AT A MEETING WITH YOUR CAREER COUNSELOR

- If you do not already have a resume, your Career Counselor will help you create one. You will also get assistance in writing a cover letter if you choose to pursue your own individual internship.
- You will discuss your particular interests with your Career Counselor, as well as your individual strengths, weaknesses, likes and dislikes. This will help your Career Counselor to place you in an appropriate internship that best suits your interests.

- You will discuss possible internship opportunities and companies that may be of interest to you. You may complete the Internship Opportunities Company Check List to narrow down your company selection (s). This form is available in The Office of Career Services.
- If you are seeking your own internship, your Career Counselor would need to speak with your prospective internship employer/ supervisor for approval of the internship.

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- If you are concerned about interviewing, (maybe feeling a bit anxious about meeting the company, or simply want to practice an interview), you can make an appointment to schedule a mock interview. We offer on-going support throughout the internship selection process, in addition to our other services that we provide throughout the year. This helps you to alleviate any unnecessary anxiety you may be facing about the process.
- Your Career Counselor will enroll you in our Job Opportunities Site which is FTC's own exclusive site with job and internship listings for you to select from. This site lists hundreds of internship postings and should be a necessary step in researching companies for internship. This will help you to make your internship decision a bit easier and will also enable you to make selections that are right for you.

INTERNSHIP CLASS

- In addition to fulfilling 90 hours of internship, you will be required to attend a 50-minute class one time per week. You can choose from either an in classroom or on-line class for Internship.
- All of the class requirements, course outline, and necessary paperwork will be discussed during your first class.
- There will be a mid-semester liaison report that will be done for each student by our Industry Liaison. This report will track your progress and discuss any concerns your supervisor may be having.

MID-SEMESTER LIAISON REPORTS

The mid-semester liaison report is a brief overview as to how well you are performing in your internship. Our Industry Liaison from the Office of Career Services usually contacts your supervisor midway through the semester and asks him or her to score your performance on a scale of 1 – 5, with 1 = poor and 5 = excellent. During this report your supervisor may discuss any issues that may be relevant to your internship progress as well as include various projects you may be working on.

You may contact the Office of Career Services once these reports are in, to find out how well you are doing. Your Professor will notify you once all reports are complete.

FREQUENTLY ASKED QUESTIONS

1. Can I obtain my internship without the help of Career Services?

Yes. Many students find their own internships through company research and networking. These students are pro-active in obtaining an internship even long before they are eligible to receive academic credit.

2. Can I do my internship with my current job?

No, you cannot do your internship with your current job unless it is approved by the Director of Career Services.

3. My friend owns his own business. Can I do my internship with his company?

If your friend's company is a legitimate, established company related to your academic program, then you can. However, this would be subject to the approval from the Office of Career Services.

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4. Can I waive out of my internship class?

Yes. If you would rather not take the internship, you can waive out and take E-commerce in its place.

5. I am nervous about my upcoming interview. What should I do?

Our Counselors will guide you and advise you on various interviewing techniques and other related interviewing topics. You can come into our office and schedule a mock interview with one of our Career Counselors for a practice run.

6. What if I cannot find an internship by the start of the first class?

Students enrolled in the Internship course usually have solidified an internship by the first day of classes. If for some reason you do not have an internship by the first day, see one of the counselors in Career Services.

7. What if I do not like my internship? Can I withdraw from the class?

We try to encourage and advise all students to stick it out and try to learn as much as they can during their internship. However, if for some reason there is an irresolvable issue that cannot be rectified, we will assist the student in finding an alternate internship.

8. Can I do two internships at the same time?

The Office of Career Services recommends doing one internship per semester so that students have ample time to devote to the internship as well as obtain the most enriched experience. The only time you can take Bus 471 (Internship I) and Bus 472 (Internship 2) in the same semester is in the **summer session**.

9. Can I take the same internship for both semesters?

Yes. You can continue with the same internship for both Internship I and II, although many students prefer having two different types of experiences. You may want to request to be moved into another department for the second semester, if you do choose to stay with the same company.

10. Can I do my internship hours one semester and register for the course another semester?

No. You must complete the internship hours at the same time that you are enrolled in the course.

11. Can I do my internship in another state?

Yes, you can do your internship in another state if the company is approved by the Office of Career Services and the internship is related to your academic program.



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Dix Hills, New York 11746**

INTERNSHIP SITE STANDARDS

Overview: Because authorized student internships are important for the development of employment skills, knowledge, attitudes and habits, Five Towns College has therefore established the following set of standards for its Student Internship Sites:

1. The Internship Site must be an organization with the appropriate licenses and/or authorizations to operate.
2. It is strongly recommended that an Internship Site if a for-profit or non-profit organization must have a Board of Directors with the appropriate Board officers.
3. The Internship Site must be an organization that employs at least three full-time paid staff.
4. The Internship Site must provide the student intern with a designated supervisor and that person must have the requisite skills, knowledge and dispositions to supervise the student intern on a regular basis. In addition, the designated supervisor must have an official company job title and job responsibilities.
5. The Internship Site must be a physical setting specifically devoted to commercial, non-profit or public enterprises. It cannot be in a setting devoted to residential purposes, such as a private home, condominium, cooperative or apartment complex.
6. The Internship Site must either obtain a letter of eligibility from the College stating that the student is earning course credits and that it can furnish documentation for its insurance, worker's compensation and liability coverage.
7. The Internship Site must have all the appropriate COs, permits and acceptable inspection reports to ensure the safety, security and welfare of the student intern.

8. The Internship Site must provide the student with an orientation to its emergency procedures.
9. The Internship Site must have written materials that it provides the College and the student intern describing its mission, goals and objectives as well as depicting its organizational structure and decision-making processes.
10. The Internship Site, in cooperation with the Office of Career Services, must provide prior to the commencement of the internship a written list of clear, specific internship responsibilities and learning outcomes.
11. The Internship Site must provide the student intern with a designated place or places to work.
12. The Internship Site must provide the student intern with the appropriate equipment, supplies and furnishings to accomplish the internship responsibilities and achieve the intended learning outcomes. The equipment must be professional and fully operational. Adequate instruction must be provided to the student on the use and operation of this equipment.
13. The Internship Site must require and maintain a date and time log of the student's attendance. This date and time log must be regularly monitored by an authorized individual and signed by that authorized individual. Absences and latenesses of a repeated nature must be reported to the Office of Career Services.
14. Prior authorization of an Internship Site does not ensure reauthorization as an Internship Site in the event that all of these terms and conditions are not satisfied.
15. The Internship Site must with an organization conducting business for at least the three most current years.
16. Any fees or financial obligations that a student intern might incur because of the internship assignment must be disclosed to the student in advance of the start of the internship.
17. The specific days and hours the student intern will be reporting to the Internship Site must be provided in writing to the Office of Career Services.
18. The Internship Site will agree in writing to ensuring the privacy rights of the student intern as they relate to the intern's employment.
19. The Internship Site must be approved by the Office of Career Services prior to the student intern commencing her/his duties.
20. The Internship Site must provide the Office of Career Services with an official letter agreeing to the terms and conditions of the College's internship program on official organizational letterhead along with the business cards of the supervisor and other appropriate personnel. The letter must indicate the agreed upon student intern's responsibilities and learning outcomes.
21. The Internship Site must complete all the required forms for the student by the completion of the semester in which the student is enrolled.

22. The approved Internship Supervisor or the Director of Human Resources must sign the Five Towns College Articulation Agreement.

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Sample Cover Letter

Richard Wells

25 Rhodes Drive, Blue Point, NY 11715
631.555.1212 · Jwells7@yahoo.com

Month 10, 2012

Ms. Sarah Belson
Human Resources Director
Edison Productions
20-12 Lexington Avenue
New York, NY 10000

Dear Ms. Belson:

Is your company looking for a highly motivated recent college graduate who has a film/video background?

During my four years at Five Towns College, I gained practical experience that I feel could be of value to your organization.

- § Working knowledge of video pre-and post-production for TV broadcast
- § Comprehensive understanding of scanning footage, digitizing, editing, and compressing video
- § Experience as an on-air personality for the college's radio station

I am eager to learn more about your organization and to discuss how my skills and knowledge can be put to work for your organization. Thank you for your time. I look forward to meeting with you.

Sincerely yours,

Richard Wells

Enclosure (or Attachment, if e-mail)

Enclosure indicates to the reader that something is in the envelope with the letter—your resume. Attachment refers to a file to open.

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Name

Street Address, City, NY ZIP · 555-555-1212 · email

Headline

(Sample: Music Business Student Seeking Internship)

SUMMARY OF QUALIFICATIONS

- § Work skills
- § Technical equipment
- § Computer programs
- § Fluency in a second language
- § Musical Instruments/Vocal Training
- § Soft Skills—personality traits that relate to job

EDUCATION

Five Towns College, Dix Hills, NY Year started - present
Degree (if graduating this semester) GPA (over 3.5)
Major: Concentration:

Awards/Honors:

Related Courses: List courses in table format or separate with a comma between them.

Projects/Publications:

Activities:

WORK EXPERIENCE

Job Title (start with present job), Company Name, City, St Start Month, Yr – End
Month, Yr
§ Description of responsibilities, duties

VOLUNTEER ACTIVITIES

Name of Organization, City, St
§ Description of responsibilities, duties

Start Month, Yr – End Month, Yr

HONORS/AWARDS

PROFESSIONAL MEMBERSHIPS

MILITARY EXPERIENCE

ADDITIONAL QUALIFICATIONS (OR INFORMATION)

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Employment Websites

4 Entertainment Jobs	http://4entertainmentjobs.com
Acinet	www.acinet.org
Amusement Park Gigs	www.themeparkjobs.com
Arts & Opportunities	www.artsopportunities.org
Backstage Jobs	www.backstagejobs.com
Cablevision	www.cablevision.jobs
Career Builder	www.careerbuilder.com
Careers	www.careers.org
Careers in Business	www.careers-in-business.com
Career Journal	www.careerjournal.com
Career Mosaic	www.careermosaic.com
Career Path	www.careerpath.com
Career Resource	www.careerresource.net
Career Zone	www.careerzone.org
College Grad	www.collegegrad.com
Fashion Magazine Internships	www.Condenastcareers.com
Craigs List	www.craigslist.org
Dice	www.dice.com
Entertainment Careers	www.entertainmentcareers.net
Entertainment Employment Journal	www.eej.com
Entertainment Recruiting Network	www.showbizjobs.com
Film Biz	www.filmbiz.com
Film Music	www.filmmusic.net
Goliath Jobs	www.goliathjobs.com
H Careers	www.hcareers.com
Higher Ed Jobs	www.higheredjobs.com
Hot Jobs	http://hotjobs.yahoo.com
Interscape	www.tvandradijobs.com
Internship Opportunities	www.rsinternships.com
Job Hunt	www.job-hunt.org
Job Monkey	www.jobmonkey.com
Jobs in New York	www.jobsinnewyork.com
Jobs in Retail	www.allretailjobs.com
Job Web	www.jobweb.com
Job Search Shortcut	www.jobsearchshortcut.com
Journalism Jobs	www.journalismjobs.com
L.I. Jobs	www.lijobs.com
Live Job Sites	www.livejobsites.com
Mandy	www.mandy.com
Monster	www.monster.com
Music Jobs	www.music-jobs.com

MyWorkster	www.myworkster.com
News 12	www.news12.com
New York Jobs	www.newyorkjobs.com
New York Times	http://jobmarket.nytimes.com/pages/jobs
NY 411	www.newyork411.com
Open Casting	www.opencasting.com
Playbill	www.playbill.com
Snag a Job	www.snagajob.com
Sony	www.sonymusic.com/SCA/Job.html
Taxi	www.taxi.com
Top USA Jobs	www.topusajobs.com
USA Jobs	www.usajobs.opm.gov/
Variety Careers	www.varietycareers.com
Village Voice	www.villagevoice.com
Wet Feet	www.wetfeet.com
Music Schools/Art Associations	www.nationalguild.org