

## Frequently Asked Questions (FAQ)

- Q. When should I start searching for an internship?
- A. Start early! For summer internships, start searching in the fall and continue through the spring. During school breaks (Thanksgiving, Christmas, fall and spring breaks). For fall and spring internships, apply immediately to meet deadlines.
- Q. Who and where are the internship employers?
- A. A variety of employers seek VSU students for internships (locally, nationally, and internationally). Many, many resources are available to assist you in searching. A listing of employers is available (inquire within the Career Services office). Take the initiative and conduct searches independently also.
- Q. Are internships paid or unpaid?
- A. Internships can be paid or unpaid; this depends on employers' preferences, the career field, and the financial conditions that exist.
- Q. What if I don't have any experience related to my major or career goals?
- A. That's okay, and somewhat typical for college students. On your resume, include employment not related to your career goals because this tells potential employers several things which are relevant: you've had the responsibility of having a job and (hopefully) know what it means to show up on time, get along with others, follow directions, take initiative, etc. Include college activities, honors, and volunteer work.
- Q. Am I guaranteed a position?
- A. No. Applying for internships is competitive. Employers evaluate your resume and compare you to your peers at VSU and other colleges. Students with higher GPA's and appropriate extracurricular experience are more likely to receive job offers.

## STEPS TO TAKE UPON ACCEPTING AN INTERNSHIP OFFER

1. Inform the Internship Program Coordinator, Mrs. Darrell Mallory Beaton.
2. Fill out the **Internship Acceptance Survey**.
3. Complete and sign the **Student Internship Agreement**.
4. Notify your **Academic Advisor**; adhere to your academic department's requirements and procedures for obtaining academic credit, if desired.

**CONGRATULATIONS !**  
Participate successfully in your assignment.



**The Internship Program**  
**“Learning in Action”**

### Career Services

P.O. Box 9410  
Memorial Hall, 2nd Floor  
Petersburg, VA 23806  
Telephone: 804-524-5211  
E-mail: [dbeaton@vsu.edu](mailto:dbeaton@vsu.edu)  
[www.vsu.edu/pages/301.asp](http://www.vsu.edu/pages/301.asp)

For more information, contact:  
Mrs. Darrell Mallory Beaton  
Career Counselor/Internship Program Coordinator

## Career Services

Virginia State  
University  
Petersburg, VA



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## Mission

The mission of The Internship Program is to assist and prepare students in obtaining hands-on experience related to their field of study and career goals. The ultimate goal is to assure that students acquire the needed experience, education and skills to become workforce ready upon graduation.

## What is an Internship?

An internship is usually a one-term experience this is available during the summer, fall or spring semester.

## Student Advantages

Today, it takes more than a fancy degree from an institution of higher learning for students to land a position in their career of choice. Yes, employers are very impressed with individuals who demonstrate higher levels of scholastic and academic excellence. However, experience or lack of experience plays a major role when hiring decisions are made. Employers want to know what prospective employees can bring to the table. An internship gives students the experience and skills they will need to be marketable in today's workforce.

## Benefits of Interning

1. Affords students the opportunity to gain hands-on experience, preferably in their career field of interest.
2. Gives students the experience, skills and confidence they will need to be more marketable when entering the workforce.
3. Offers students the chance to explore his/her future career path and options.
4. Gives students the opportunity to enrich their college curriculum and earn academic credit.

## Benefits of Interning (continued)

5. Gives students the opportunity to earn money and defray a portion of their college expenses.
6. Offers students the chance to establish a professional network.

## Requirements for Applying

1. Must be a VSU student who is currently enrolled.
2. Students enrolled in any major, undergraduate and graduate students, may apply.
3. Must have a minimum cumulative Grade Point Average (GPA) of at least a 2.0.

## Application Process for Intern Candidates

1. Schedule an appointment to meet with your Career Counselor to develop your resume.
2. Register with your Career Counselor by completing an *Internship & Summer Job Registration* form.
3. Before you begin searching for internships, consult with your Academic Advisor in your academic department to learn of their requirements and procedures.
4. Schedule an appointment with your Career Counselor to develop an *Individual Career Action Plan (ICAP)* to assist you with your career planning and job search process.

## How to Find Internships?

Employers use a variety of methods to advertise internships and recruit interns, so you will need to use a variety of job search strategies to secure an internship. To assist you in getting started, schedule an appointment with your Career Counselor who will help you develop an **Individualized Career Action Plan (ICAP)**, which is a *personalized* career plan to meet your specific needs.



## Salary

There is no standard rate for paying interns. Depending upon the career field, internships may be paid or unpaid. Even though an internship may be non-paid, it may be the best way to obtain career-related experience. Remember, the key to your success is obtaining the experience!

## Housing

Interns, aided by suggestions from employers and former participants, usually locate their own lodging in company housing, apartments, dormitories or private homes.

## Supervision and Monitoring

Supervision and monitoring are essential parts of the formal internship learning experience. An on-site supervisor will be appointed to guide, direct, and mentor the intern. The employer should formulate a learning agreement to attain the best possible learning experience. The agreement should entail clear expectations of the experience and what the final results should be. The intern's progress will be monitored through written correspondence, site visits, telephone calls, and several evaluations. Truly effective supervision and monitoring entail active participation by the employer, intern, Academic Advisor, and Internship Program Coordinator.

## Evaluation of the Internship

The Supervisor, Internship Program Coordinator and Academic Advisor will assess the student intern's progress through a written final evaluation. Interns will also be given the opportunity to assess their internship experience.

## Academic Credit

The authority to grant academic credit is determined by each academic department. Please consult your Academic Advisor for more details.

