



INTERNSHIP PLANNING GUIDE

XAVIER
UNIVERSITY

College of Arts and Sciences and the College of Social Science, Health, and Education students.

Begin planning at least two semesters prior to the time you wish to begin your internship experience.

1 EXPLORE

- What do you want to learn or achieve from an internship? Write out your goals and objectives.
- What industry or work environment is best for me?
- Does my economic situation demand a paid position or can it be unpaid?
- Identify opportunities via eRecruiting. Access your account at www.xavier.edu/career/eRecruiting/index.cfm
- Find events to attend at www.xavier.edu/career/calendar/156
- Visit the Career Services Center to:
 - Research opportunities in our Career Resource Library
 - Schedule an appointment to talk to a career advisor
 - Conduct informational interviews by job shadowing a professional/alumni



2 PREPARE

- Get to know the early deadlines for various internships: US State Department, CIA, FBI, communications and media internships.
- Attend a resume and cover letter workshop and have these items reviewed at the Career Services Center during walk-in hours: Monday-Wednesday: 1:30 p.m.-3:30 p.m., and Thursday-Friday: 11:00 a.m.-1:00 p.m.
- Begin searching for opportunities on eRecruiting.
- Use the holiday break to your advantage: Contact employers, fine tune your resume/cover letter and do any of the steps above you haven't already done.

3 CONNECT

- Search and apply for opportunities.
- Attend events sponsored by the Career Services Center. Visit www.xavier.edu/career/calendar/156.
- Find out about research opportunities through various academic departments.
- Prepare and send internship or research applications.
- Schedule a practice interview at the Career Services Center.
- Network with faculty, friends, family and alumni to find out about opportunities, and use LinkedIn to create a professional profile.
- Use break time to contact employers and apply for more opportunities if necessary. Check eRecruiting as often as possible as new opportunities are posted daily.
- Develop last minute strategies
 - Consider volunteering, short-term shadowing, temporary work, summer camp work, service-oriented jobs or study abroad.
 - Follow up with outstanding applications. Meet with a career advisor at any point if you have any concerns.
 - Interview with employers. Follow up with a thank you note within 24 hours.

4 INTERN

- Make necessary preparations for your internship: housing needs, funding, transportation.
- If desired, register for academic credit.
- Inform the Career Services Center of your internship by sending an e-mail to csc@xavier.edu. Include the name of your company or organization as well as your supervisor's name and contact information.