



# INTERNSHIPS

An internship is a hands-on work experience that is directly related to your career interests. It can be paid or unpaid, full or part-time, and can take place during the summer or academic year. The benefit to you is a practical, real-world experience that provides an understanding of different industries, career fields and employers. You can apply your academic talents in the “working world” and develop new skills. An internship also provides valuable networking opportunities.

## How do Tufts students find internships?

### **Start with these resources on the Career Center website**

(In *Web Resources* section)

#### **Jumbo Jobs**

Internships received by the Career Center are posted here

#### **LACN Database (Liberal Arts Career Network)**

Thousands of internships posted through top partner schools

#### **ENGIN Database (Engineering Internships)**

Internships posted by top engineering partner schools

#### **Tufts Internship Profiles (TIP) Book**

Internship descriptions and advice by Tufts students for Tufts Students

### **Additional Internship Resources in Web Resources section**

#### **Careers A - Z**

Information on many career fields with internship links included

#### **Careers in International Affairs by APSIA**

Descriptions of career paths with internship links

#### **Going Global**

Resources for work in 35 countries, including internship listings

#### **Internships USA**

Thousands of organizations offering summer opportunities

#### **Opportunities in Public Affairs**

Legislative, public affairs and PR internships in the DC area

#### **Spotlight on Careers**

Over 35 career fields with specific internship sites for each area

**More resources for finding internships on the Career Center website** (Click on *Internships*, then *Internship Listing Sites*)

#### **Diversity Resources**

Internship programs and career resources for diverse students

#### **Riley Guide Internships**

Internships, apprenticeships and volunteer opportunities

#### **Indeed, Simply Hired, and others**

Results compiled from many internship/job posting sites

#### **CoolWorks**

Summer and seasonal jobs, including outdoor & environmental

### **Network to find internships**

Many students find useful advice about the internship search by speaking with Tufts alumni, faculty, friends, family, and others who work in fields of interest.

**LinkedIn:** Join the *Tufts Career Networking Group* moderated by the Tufts Career Center. This group, along with many Tufts Groups (and others on LinkedIn) provide great opportunities to search and message networking contacts.

**Tufts Career & Internship Fairs:** Speak with employers to obtain information about organizations and possible internship opportunities. Check the Career Center Calendar for dates.

**Career & Internship Connection:** Attend interview days and career fairs for Liberal Arts & Engineering students in Boston, New York, DC and Los Angeles. Check the Career Center Calendar for dates.

**Campus Events:** Alumni speak on career panels and attend networking events. Employers host information sessions. Check the Career Center Calendar for dates.

**Social Media Outlets:** Like the Career Center Facebook page and follow @TuftsCareer on Twitter to learn about new internship openings. Remember to join LinkedIn! There are many Tufts LinkedIn groups, including the *Tufts Career Networking Group*.

### **Contact employers directly**

Make a targeted list of employers. Search employer databases to find organizations by industry and geographic location.

#### **Idealist**

Internship and volunteer opportunities in nonprofits, along with an extensive database of organizations worldwide

#### **Making the Difference**

Info about federal internships and other public service jobs

#### **Massachusetts Internship Site**

State-wide internship search engine

## Tufts Career Center Summer Internship Grants

Funding will be available for up to 50 students doing unpaid internships for a minimum of 350 hours over the summer. These funds offer students the opportunity to explore career fields and gain experience. Selected students will receive \$3,500. Students must secure an internship prior to the application deadlines. *Click on Internships, then Funding Resources for more info.*

# CHECKLIST FOR YOUR INTERNSHIP SEARCH

- Establish specific goals.  
Determine two or three potential career fields that are compatible with your interests, skills and values. Career counseling can help you acquire this focus. See below for information on appointment scheduling.
- Prepare your marketing materials.  
Write or update your resume and learn how to write a cover letter. Sharpen your interviewing skills by practicing.
- Network with people in your fields of interest.  
These include alumni, faculty, family, friends, past internship supervisors and employers. Use a variety of resources including the Tufts Career Advisory Network (Tufts CAN).
- Identify, research and initiate contact with potential employers.  
Create a list of employers of interest and contact them directly to inquire about openings (if not posted). Apply to openings with a targeted resume and cover letter.
- Follow up with all contacts.  
It is your responsibility to follow up with employers within a week or two after applying for a position. General questions you may ask when following up with an employer:
  - What is the status of my application?
  - What is your timeline for hiring? (Unless this information is already available online)
  - May I provide any additional materials for you?
- Get organized and stay on schedule.  
Think of your internship search as another class. Schedule time into your week on a regular basis. Create a system to track your progress, i.e. spreadsheet or filing system. List employers of interest, networking contacts, important dates, and follow-up items.
- Attend internship workshops and panels.  
Check the Career Center Calendar for dates and times. We also offer online workshops on resume and cover letter writing, interviewing and more. Access these via the Career Center web site.
- Receive funding for your unpaid summer internship.  
Check out the Career Center Summer Internship Grants. For more information and deadlines, go to the Internships section of our website and click on Funding Resources.

## INTERNSHIPS AT TUFTS: CREDIT OR NON-CREDIT?

Whether or not an internship is paid or unpaid, with or without credit, it offers you a wonderful learning experience.

**Non-Credit Internships:** These are the majority of internships which Tufts students pursue. There are no specific academic requirements or qualifications that you must meet to accept an internship. You and the employer determine the job responsibilities and time commitment.

**Academic Credit:** If the internship requires that you receive academic credit, it is your responsibility to find an academic department or program at Tufts which offers an internship course for credit *before* accepting the internship. Summer internship credit will involve a fee for the course credit. If there is no program or department on campus that will grant academic credit for your internship, employers will often accept Career Center Internship Credit. However, some employers require academic credit without exception. For example, Merrill Lynch demands academic credit and no department on campus will grant this during the summer.

**Career Center Internship Credit:** Tufts Career Center Internship Credit provides official recognition of your internship; we offer this because employers often require recognition by the university even when they don't require academic credit. After you submit the registration form, the Career Center will send a confirmation letter to your supervisor. Upon successful completion of all requirements of the internship and a satisfactory evaluation from the employer, you will receive a notation of the internship on your transcript. However, this internship credit does not count as academic credit toward graduation requirements.

For additional information, guidelines and forms, visit <http://careers.tufts.edu/students/internships/credits.asp>.

**Want individual career assistance?** *Drop-in hours in Dowling Hall - Mondays/Wednesdays/Fridays from 12-3pm & Tuesdays/Thursdays from 1-4pm; a counselor answers your questions (up to 15 minutes); no appointment needed.*

*Drop-in hours in Engineering Buildings - Mondays from 11:30am-12:30pm in Sci-Tech; Tuesdays from 2:30-4:30pm in Anderson; and Thursdays from 3-5pm in Halligan. To schedule a 30 minute appointment call 617.627.3299*