

Looking for Credit?

- Have an appropriate faculty or academic advisor in the discipline determine the amount of credit, required activities, and the grade received.
- Get the required course registration information.
- Know the number of hours required at the internship worksite.
- Have clear descriptions of site requirements, required academic components (log, journal, paper, oral presentation, etc.), intended learning outcomes and activities.

Other Things to Consider

■ ***Paid vs. Unpaid Internships***

Internships may be paid or unpaid. However, even if not compensated, the experience is beneficial.

■ ***Cost of Living***

Research the cost of living in the area where your internship is located. If it's in a high-cost area, consider living with friends or family – otherwise your internship pay might not be enough to make ends meet.

■ ***What's in it for me?***

Think about the overall potential of the internship experience. Look for interesting challenges that will help you build valuable skills.

Internships

Internships offer the potential for valuable learning opportunities outside the standard classroom setting. The internship can also serve as a bridge between the traditional academic setting and the professional world to which the student aspires. Internships offer the opportunity for the beginning of lifelong learning for students; therefore, choose an internship that will enhance your learning experience.



**SUNY
POLY**

Career Services

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What is an Internship?

An internship is a partnership between a student and an organization providing on-the-job training. An internship will provide exposure and familiarity with the real world of work to better equip the student during a job search. It is also an opportunity to gain practical work experience that complements the academic experiences. Prior to beginning an internship, the goals and outcomes must be clearly defined.

Internships are offered as part of academic programs in a broad array of settings and for a wide variety of reasons. They may be for-credit or non-credit and may be limited to those academic experiences usually related to a student's major field or area of interest. The internship can be full- or part-time, on- or off-campus, paid or unpaid. Credit is awarded to the student on the recommendation of a qualified faculty member.

Student Eligibility and Preparation

To be eligible for an internship, students must meet all institutional and degree requirements. Usually, programs require advanced standing as a matriculated student at SUNY Poly (junior status). The School may require a minimum grade point average (GPA) and a minimum GPA in the major. Specific course requirements, determined by the supervising academic School as well as by internship sites, may require students to have specific academic and professional skills. Be advised that receiving credit for an internship requires payment of tuition, as with any other course.

What You Need To Do

Get Started

- Register with Career Services
- Meet with a Career Services advisor
- Complete all required internship forms located at www.sunypoly.edu/careerservices.students.internships

Do Your Homework

- Assess your strengths and skills and identify your areas of interest
- Thoroughly research the company/organization
- Create an impressive résumé and cover letter
- Schedule a mock interview with a Career Services advisor

Find Internship Opportunities

- Consult with your professor or academic advisor
- Use your social and professional networks
 - Family and friends
 - Professional organizations
 - Online resources such as Facebook or LinkedIn
- Attend our annual Career Fair
- Visit our website, sunypoly.edu/careerservices, for internship postings
- Log into College Central Network at www.collegecentral.com/sunyit for internship postings

Student Health Insurance and Financial Aid

- Contact your health insurance carrier to determine whether coverage applies to the internship
- Contact the Financial Aid Office to determine whether eligibility for financial aid will be affected by the internship



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