



STUDENT GUIDE TO INTERNSHIPS

What is an internship?

- One semester (spring, summer, or fall) work experience or project (may be repeated)
- Must be major/and or career related with intentional learning goals
- Minimum of 120 hours per semester (full or part-time)
- May, or may not, be for academic credit (additional hours required for academic credit)
- Opportunities may be paid or unpaid

How does an internship experience benefit me?

- Gain professional experience before graduation
- See classroom concepts and theories applied in real work situations
- Network with professionals in the field
- Develop and affirm your career goals
- Build your resume with career related experience

Student responsibilities in the workplace:

- Strive for a high level of personal and professional growth
- Demonstrate professionalism at all times and follow policies and expectations of the organization
- Complete work assignments within the designated time requirements
- Resolve workplace concerns through the proper channels and notify Career Services immediately (or academic advisor if earning academic credit) if a situation warrants special attention

Student eligibility:

- Be an enrolled Lewis University student
- Have completed 30+ hours of college coursework
- Have a minimum 2.0/4.0 GPA
- Employers or academic departments awarding credit may have additional requirements

How to Find Your Internship Experience:

- Log-on to FLYERS GET HIRED! at www.lewisu.edu/gethired to search and apply for hundreds of posted positions
- Log-on to the College Career Consortium of Illinois at www.careerservicescentral.com for more positions
- Attend internship and job fairs and other campus recruiting events
- Set up a profile at www.linkedin.com and connect with the Lewis University Alumni Group
- For additional resources, visit:
 - **What Can I do with this Major?** Visit <http://lewisu.myplan.com/>. Use FU6M2HBP access code.
 - **Useful Career Websites** on the Student Page of the Career Services website.
 - **What Employers in Illinois Hire My Major?**
<http://www.lewisu.edu/resources/careerservices/illinois-employers-majors.htm>
- Speak to your academic advisor and faculty, and network with students, friends, and family
- Career counseling, resume review, and job search assistance is available through the Career Services office and website

REPORT YOUR INTERNSHIP at www.lewisu.edu/careerservices (Click on the Report Your Job or Internship box.)

Lewis University Career Services Office

One University Parkway, Unit 293, Romeoville, IL 60446-2200

www.lewisu.edu/careerservices • careerservices@lewisu.edu • Phone: 815.836.5282 • Fax: 815.588.7614

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