

# Rollins Internship Planning Worksheet

Helping you and your career advisor decide what steps to take next.



Student Name: \_\_\_\_\_

Need academic credit?  YES  NO

If yes, what kind?  INB  BUS  COM  GENERAL ELECTIVE  MAJOR/MINOR: \_\_\_\_\_

Steps for receiving credit: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

When do you hope to intern?  SPRING  SUMMER  FALL

Steps for registering an internship: \_\_\_\_\_

\_\_\_\_\_

Are you looking locally, nationally, or internationally for your internship?

Please specify which city, state, or country. \_\_\_\_\_

What career field would you like to explore through this internship? \_\_\_\_\_

\_\_\_\_\_

Are you studying on an F-1 Visa (international student)?  YES  NO

Any organization(s) you would like to intern for?  YES  NO

If yes, which organization(s)?

\_\_\_\_\_  
\_\_\_\_\_

What have you done so far in your internship search process? Please check all that apply.

SEARCHED ON DATABASE(S): (Please specify which ones)

FOUND 3-5 POSITIONS OF INTEREST

HAVE CONTACTS TO REACH OUT TO: (How did you find them?) \_\_\_\_\_

DEVELOPED A RESUME/COVER LETTER

APPLIED FOR POSITION(S)

What do you typically do after submitting an application?

SUBMIT THE APPLICATION AND WAIT

CALL/EMAIL 3-5 BUSINESS DAYS AFTER

CALL/EMAIL 2 WEEKS AFTER

Have you interviewed for an internship or job before?

YES

NO

# Design An Action Plan

You can fill this out with an advisor OR refer to pages 3 and 4 to get started.



## NOTES

---

---

---

**Goal Statement:** Please write a specific goal statement related to what you would like to learn through your internship experience.

---

---

**Action Items:** The next steps that I plan to complete in order to participate in an internship are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## ACADEMIC INTERNSHIP ELIGIBILITY CRITERIA:

### All Students

- Will not be on academic probation the semester of the internship
- Will not be on judicial probation the semester of the internship or have been previously dismissed from the residence halls
- To be eligible to receive credit in the major or minor, academic departments may require additional criteria be met such as class standing or prerequisite courses

### A&S or CPS Students:

- Must have earned at least **30** semester hours
- Inclusive of this internship, will not have earned more than **12** hours of internship credit, (including internships offered through the Office of International Programs) while at Rollins

### Hamilton Holt Students:

- Must have earned at least **30** semester hours and have completed at least **one semester** enrolled in Hamilton Holt

### INB Students:

- Completed at least one of the following courses: INB 337, INB 365, INB 372

## INTERNSHIP CREDIT HOUR CHART

Semester Credits	Total Hours per Semester	Hours per week (Based on 14-week Fall/Spring Semester)	Hours per week (Based on 9-week Summer Semester)
4	160	12-15	19-21
3	120	8-10	14-16
2	80	6-8	10-12

Note: Most departments require students to earn 4-credits in order to receive internship credit in the major.

# THINKING ABOUT DOING AN INTERNSHIP?

## **Benefits of Internships**

- ✓ Explore a potential career field
- ✓ Gain relevant resume-building experience
- ✓ Develop professional networking contacts
- ✓ Earn 2, 3, or 4 hours of academic credit

## **How do I find an Internship?**

Internships can be found in a variety of ways. There are hundreds of internships available locally in the Orlando area, plus thousands more in every major city in a variety of career fields. In addition, think about creating your own internship.

- **Handshake:** Hundreds of internships are available to you through your Handshake account. Most of the internships are available locally and have been pre-approved to receive academic credit. Once in the system, students can search for internships by industry, career field, salary, and whether or not they have been pre-approved to receive academic credit.
- **Nationwide Internship Databases:** Access all of the following databases (except for [www.idealists.org](http://www.idealists.org)) under the Resource Library in your Handshake account

- **CEI Internships:** You will be prompted to enter the Rollins user name “**Rollins**” and the password “**GoTars**”. Once you have completed the login, select the "Undergraduate" tab from the top menu to access the internship listings by category. This service includes the following books of internships in the following career fields or industries:

The Sports Internship Book

Internships in International Affairs

Women’s Rights Internships

Internships with America’s Top Companies

Internships with Community and Social Service Agencies

The Media Internship Book

The History Internship Book

Internships with America’s Advertising Agencies

The Big Green Internship Book

The Museum Internship Book

Washington Internships in Law and Policy

The Resort Internship and Seasonal Employment Guide

The Congressional Internship Book

The Human Rights Internship Book

- **Looksharp.com:** A nationwide database that allows you to search for internship positions by career field or location. Browse internships by career field, top cities such as New York, Boston, and Washington, DC, and by company name. Use your Rollins.edu e-mail address to register with InternMatch to save searches, receive alerts and gain access to interactive features such as “track this company.”
- **Current Internships in Liberal Arts:** Updated daily and maintained year-round, this site offers internship opportunities specifically geared toward the skills and abilities of students studying the liberal arts.
- **www.Idealist.org:** Access thousands of nationwide internship listings with non-profit and community organizations, businesses and government agencies.
- **Additional Print Resources in the Center for Career & Life Planning Library:** *National Directory of Arts Internships*

# INTERNSHIP NEXT STEPS CHECKLIST

- Research internship opportunities through Handshake, nationwide databases, or create your own internship. You can access several nationwide databases, including CEI Internships, LookSharp, and Current Internships in Liberal Arts via your [Handshake](#) account.
- Complete an **Internship Planning Worksheet** as soon as you begin thinking about doing an internship for a future semester and discuss it with a staff member in Center for Career & Life Planning during a workshop, a scheduled appointment, during our Walk-In Hours, Meet-ups or walk-outs.
- Prepare a draft of your resume by attending a Resume Writing Workshop or using the Resume Packet
- Have your resume critiqued by a staff member in the Center for Career & Life Planning. Drop off your resume during our regular office hours and pick it up within 2-3 business days.
- For local Orlando/Winter Park positions, apply to 3-5 internships you found on Handshake or through other sources. For internships in large cities such as New York, Boston, and Washington, DC, apply to 5-7 opportunities you found through nationwide databases or networking contacts.
- Call employers within 1-2 weeks of submitting your resume and any other requested materials (e.g. cover letter) to make sure that they have received your documents and to ask if they have any questions about your pending application. Be sure to check your e-mail and voicemail on a regular basis for messages from employers.
- Use the **Internship Tracking Sheet** to help you keep a record of where you have applied and who you have followed up with at each company/organization.
- Practice your interviewing skills. Pick up an interviewing packet from the Center for Career & Life Planning and/or call the office to make an appointment for a practice interview. If your computer has a web cam, you may also conduct a practice interview online using the *InterviewStream* program, available through your Handshake account.
- If you would like to receive academic credit for the internship, submit an **Academic Internship Registration Form** available under the Student tab in FoxLink before the internship registration deadline for each semester listed on the Career & Life Planning Calendar.
- If your internship has not been pre-approved to receive academic credit, share the information on the **Internship Approval Instructions** handout with your employer.

For more information about receiving academic credit for an internship, including eligibility criteria, how to have your internship approved for credit (if not listed on Handshake), and how to register for the academic internship course, please visit the [Register for Academic Credit](#) page of the Career & Life Planning web site.