

## WHAT IS AN INTERNSHIP?

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. A quality internship:

- Consists of a part-time or full-time work schedule that includes no more than 25% clerical or administrative duties.
- Provides a clear job/project description for the work experience.
- Orients the student to the organization, its culture and proposed work assignment(s).
- Helps the student develop and achieve learning goals.
- Offers regular feedback to the student intern.

### **What is the difference between an internship, cooperative education (co-op), and research experience?**

**Internships** are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in a student's chosen field of study.

**Co-ops are paid positions** that require students to alternate semesters between full-time work during the academic term and full-time academic study for at least one semester. Students are often, but not always, offered full-time employment with the organization upon graduation. Co-ops are not common, but there are students who are interested in them as applied learning experiences. If you are interested in a co-op, we recommend speaking with one of our staff to develop a structure for the experience that will be the most workable for our students.

**Research opportunities** are available both on- and off-campus. These experiences offer a unique way to better understand a student's academic interests and consider how graduate school may play a role in future paths.

**Student Interns Expect:**

- To gain real work experience and provide meaningful assistance to the institution.
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.