

LSU SHREVEPORT + INTERNSHIPS

INTERNSHIP SEARCH TIMELINE FOR STUDENTS

BEFORE BEGINNING YOUR SEARCH	3 – 6 MONTHS BEFORE INTERNING	2 – 3 MONTHS BEFORE INTERNING	1 – 2 MONTHS BEFORE INTERNING	DURING YOUR INTERNSHIP
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WHAT DO YOU WANT?

- I need help connecting my interests, skills, values, and personality preferences to the world of work.
- I can name at least one career path that connects with my major that I would like to explore.
- I can articulate my long-term career goals.
- I can describe how my ideal internship will build my skills and enhance my marketability toward my long-term career goals.
- I know the specific sorts of duties I would like to perform during an internship.
- I can name examples of organizations that might offer my ideal experience.
- I know, geographically, where I would ideally like to intern (i.e. metropolitan areas I would like to target in my search).

TIPS FOR EXPLORING YOUR OPTIONS

- Find out when the “hiring season” is for your chosen industry and adjust your plans and expectations accordingly.
- Explore **WHAT CAN I DO WITH THIS MAJOR** on the Career Services website.
- Review internships listed with Career Services and pinpoint other search sites specific to your industry. Use these resources to identify specific skill sets and desired qualifications for listings that interest you.
- Use the **LINKEDIN IN ALUMNI TOOL** to see where LSUS graduates live, the organizations they work for, and the types of jobs they have. Drill down into specific careers, employers, locations, majors, and skills that connect with your degree program.
- Schedule **INFORMATIONAL INTERVIEWS** with professionals in your industry to learn about the field.
- Schedule an appointment with Career Services to discuss your individual options.

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THINGS TO DO 3 TO 6 MONTHS BEFORE INTERNING

- Attend a **RESUME WRITING** workshop to learn about what employers look for when recruiting interns. Learn how to effectively connect your skills to their needs and tailor your materials for the industry you are targeting.
- Create a resume and cover letter and have it reviewed by Career Services.
- Upload your resume to the online job board managed by Career Services.
- Identify the kind of internship you are looking for (e.g. location, industry, paid/unpaid, credit/non-credit, etc.).
- Speak with professors and Career Services staff about your career interests and seek professional advice.
- Identify specific organizations or businesses to target and find out about their internship application deadlines.
- Consider your financial needs and housing costs.
- Participate in department-sponsored events and Career Services events such as career fairs, on-campus interviews, information sessions, and workshops to improve your confidence, to build your skills, and to connect with employers.

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THINGS TO DO 2 TO 3 MONTHS BEFORE INTERNING

- Decide if you'd like to receive academic credit while interning.** Review the process for obtaining credit while interning in your academic unit. Learn about specific criteria or policies you must abide by meeting with your academic advisor or the designated faculty/staff member who oversees credit-bearing internships in your degree program. Complete the appropriate paperwork, if necessary.
- Meet with Career Services to learn about internship search best practices.** Work together to develop your plan for searching for and applying to internship opportunities.
- Create a target list of 10 – 20 organizations** or companies that fit your ideal kind of experience. Begin networking by talking to your professors and Career Services about your internship plans.
- Create a LinkedIn account** and join industry-related groups as well as the LSU Shreveport Alumni group to connect with alumni and employers in your target industry.
- Regularly review postings on the university's centralized job board.** If you use social media, keep up with the Career Services Facebook page to learn about new opportunities.
- Begin applying** for internship postings, including on-campus interviews, on the university's online job board and other internship posting sites. Be aware of deadlines!

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THINGS TO DO 1 TO 2 MONTHS BEFORE INTERNING

- Continue applying for internship postings, including on-campus interviews, on the university’s online job board and other internship posting sites. Contact employers on your target list. Keep a record of when you apply so that you can follow up.
- Attend an **INTERVIEWING** workshop and use InterviewStream to improve your skills.
- Remember to send a thank you note following each interview in which you participate.
- If you’d like to earn academic credit for your internship, begin the registration and approval process as prescribed by your academic unit.

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THINGS TO DO DURING YOUR INTERNSHIP

- Review resources to help you maximize your internship. Visit CAREER SPOTS on the Career Services website. Also, check out sites like InternQueen and The Balance Career for great articles.
- Focus on priorities laid out by your supervisor and take initiative. Always arrive prepared and never be without a notebook and pen!
- Seek feedback and support. Find a mentor and utilize any knowledge or expertise they are willing to share.
- Build and maintain your professional network during your internship. LinkedIn is a great way to stay connected following the conclusion of your internship.