

Internship Guide



Career Development Center

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The Career Development Center Provides Internship Assistance

Location and Contact Information:

**Career Development Center
Knapp Hall, Room 223
(P) 518.255.5624
(F) 518.255.5263**

Lisa Lopez, Assistant Director
lopezel@cobleskill.edu

Hours of Operation:

Monday – Friday
8:00 a.m. – 4:00 p.m.

The office is closed daily from 12:00 Noon – 1:00 p.m.

Internship Websites:

<http://www.cobleskill.edu/careerservices10.html>

<http://www.internships.com/accessPremium.cfm?CFID=1038870&CFTOKEN=66131761>

What is an Internship, and Why do I Need One?

- Internships are structured, educational work experiences in a student's career field of interest. The internship experience provides the student with an opportunity to apply their academic knowledge in a hands-on, real world setting and allows the student to explore a specific career field that they are interested in pursuing.
- All enrolled students at SUNY Cobleskill are encouraged to seek internship opportunities and participate in many internship experiences during their college career. The experience, professional contacts and references gained help to prepare students for entering the world of work after graduation.
- Internships come in many different shapes and sizes. Some are credit bearing, some are not. Some are paid, others are not. Some internships are summer experiences while others may be during college breaks or the academic semester.
- **There is a capstone, credit bearing internship requirement of 15 weeks for most of the baccalaureate degree programs offered at Cobleskill.**

Internship ⇒ Academic Credit/Income ⇒ References/Contacts ⇒ Job

INTERNSHIP TERMINOLOGY

Intern: The student seeking a “hands-on” work experiences in a job field they are interested in.

Site Supervisor: The person in the job setting who is responsible for the intern and his or her performance. During the Bachelor degree 15 week “credit bearing” internship, the *Site Supervisor* is asked to complete evaluations of the intern's progress and performance in the work setting.

Faculty Supervisor: The faculty member overseeing the internship during the “credit bearing” learning experience. The *Faculty Supervisor* is responsible for awarding a grade and credit to the student upon successful completion of the internship.

INTERNSHIP REQUIREMENTS

Credit bearing internships need prior approval by a student's academic advisor and any other appropriate parties. In order to receive credit, the student must be enrolled in the appropriate course within their department. Not all internships are “credit bearing” and some will not be considered for credit. Students are encouraged to ask their advisor for their department's policy regarding internships.

Students that have been approved for a “credit bearing,” unpaid internship need to see Lisa Lopez in the Career Development Center for further information regarding additional forms for liability coverage provided by SUNY. This coverage is critical since in an unpaid internship, coverage is not extended to a student by an employer.

GETTING STARTED

- **Decide the following:**

Are you seeking a “credit bearing” internship? _____

Does this need to be a paid internship? _____

When do you want to do this internship (semester or summer)? _____

What career field have you chosen for your internship? _____

Is there a specific job that you are interested in? _____

Where will you be located (geographically) during internship? _____

- **You will need:**

A great RESUME and COVER LETTER

Obtain a Resume Writing Guide (yellow cover) and follow the tutorial on the inside of the back cover. (This guide is available in the Career Development Center.)

RESUME

- Open a blank Word document and enter your information in the format outlined in the guide. Please look up the correct title of your degree program on our SUNY Cobleskill website.
- Under each section, please list your most recent (ex. Job) first and then list the rest in reverse chronological order (first job you held listed last in the section).

COVER LETTER

- Please follow the sample cover letter format and draft a cover letter that you can use with employers. (The guide is available at the Career Development Center.)
- Be sure to read through the draft cover letter examples.
- Please SPELL OUT “State University of New York at Cobleskill” the first time you refer to our institution. You can use “SUNY Cobleskill” the next time you mention our institution in your cover letter.

RESUME and COVER LETTERS can be edited through the Career Development Center.

RESEARCHING INTERNSHIP SITES

- Begin to research potential internship sites in the location you are seeking an internship.

Important: Do not apply for “jobs” if you are seeking an internship unless you meet the minimum qualifications on the job description.

Example: If you are applying for an entry-level position in your field and the position requires a Bachelor’s degree, you need to complete your 15 week internship and graduate before you will be eligible.

- Academic Faculty
- Career Development Center's "homepage" (www.cobleskill.edu/careerservices.html) which provides information on every topic you need to have a successful internship
- Internship websites
- Individual appointments with internship staff at the Career Development Center
- Networking opportunities
- Chamber of Commerce website in the region you are seeking internship and compile a list of employers in your field.
 - Check their websites to see which host interns.
 - If you are not sure, call the company and inquire.

CONTACTING EMPLOYERS

- When you have a list of potential employers, email them a message:

Dear "*Employer Name Here*",

I am a student at SUNY Cobleskill and I am seeking a summer internship at your company. I will be available full time from "*date*" through "*date*". I have attached my resume and cover letter for your review. Thank you for your consideration.

Sincerely,

"*Your Name Here*"

- **ALWAYS** follow emailed cover letters and resumes with a "hard copy" sent through the mail. Often, employers receive many resumes by email and they rarely print them.
- **ALWAYS CALL** each employer a few days later to ask if they have received your cover letter and resume. This call demonstrates that you are a motivated candidate for the internship (or job position).
- If you do not hear back from the company, please call again within 5 days.
- Do not give up. Many employers are very busy. You can call every 4-5 days to check on the status of your application.

INTERVIEW PREPARATION

- Remember – You may be a great candidate, but if you do not give a professional interview, chances are you will not be hired.
- List resources.
- Please refer to our Job Interview Guide (blue cover) for valuable information that will help you apply for your interview. (This guide is available in the Career Development Center.)

ACCEPTING INTERNSHIP OFFERS

- Before accepting an internship offer, discuss the offer with your Faculty Supervisor and/or Advisor.
 - When accepting an internship offer, seek approval from your Faculty Supervisor and then meet with your Site Supervisor to complete the necessary paperwork. Baccalaureate students need to complete an **Internship Agreement** and **Memorandum of Understanding (MOU)** and **obtain all required signature prior to the start of the internship**. Please see your Department for any additional internship paperwork requirements.
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BACCALAUREATE “CAPSTONE” INTERNSHIP

This baccalaureate degree internship is credit bearing, 15 weeks in duration, and required for most of the bachelor degree programs at SUNY Cobleskill.

- Step 1: Register for appropriate Internship Orientation course, if required for your major, one semester (or two, depending upon major) prior to beginning your internship
- Step 2: Research internship opportunities
- Step 3: See your department to establish a Faculty Supervisor for your internship
- Step 4: Prepare a professional resume and cover letter
- Step 5: Set up interviews
- Step 6: Accept the offer that seems like it will be the “best fit” for you
- Step 7: Refer to the Internship manual for your degree program (available on the Career Development Center website, listed by degree program)
- Step 8: Complete all necessary internship forms including the **Internship Agreement** and **Memorandum of Understanding (MOU) form**, and any other forms required by your department. (Please contact Lisa Lopez with any questions at (518) 255-5624 or lopezel@cobleskill.edu)
- Step 9: Submit all completed internship forms to your Faculty Supervisor in your department
- Step 10: Register for your internship as a course through the Registrar

Baccalaureate “Capstone” Internship Requirements

(“Credit-bearing” internship required for Bachelor degree programs)

Department	Required GPA to go out on “Capstone, credit bearing” Bachelor degree internship	Number of courses (in and out side of major) that need to be completed prior to the “credit bearing” internship	Other special Departmental requirements
Early Childhood (B.S. in Child Care and Development)	2.5 overall GPA	Must have completed all Early Childhood courses and have no more than 2 Upper Level LAS courses remaining	Completion of ECHD 380 Internship Orientation course prior to the beginning of the internship
Agricultural Business/ Animal Science Department	2.0 overall GPA	At least 90 credits completed	Completion of AGBU/ANSC 380 Internship Orientation course prior to the beginning the internship
Agricultural Engineering Technology Department	2.0 overall GPA	85-90 credits completed	Completion of AGEN 380 Internship Orientation
Fisheries and Wildlife Department	2.0 overall GPA	At least 90 credits completed	Completion of a log book, final oral presentation and final written report. Internship projects are required in some program areas.
Plant Science Department	2.0 overall GPA	90 credits completed	None
Business Administration and Accounting Department	2.0 overall GPA 2.0 major field GPA	Complete 30 credits of upper-level coursework	Complete the internship application in the semester prior to internship
Computer Technologies Department	2.0 overall GPA 2.0 major field GPA	Complete 30 credits of upper-level coursework	Complete the internship application in the semester prior to internship
Culinary Arts, Hospitality and Tourism Department (BBA, Technology Management: Culinary Arts majors are required to complete 600 hour internship and BBA, Technology Management: Tourism and Resort Marketing Majors have the option of completing a 600 hour internship)	For both majors, a cumulative GPA of 2.0 with no major field requirements below a “C”	All professional requirements, at least 100 credits, and the following management requirements: ACCT 101, ACCT 103, ACCT 235, BADM 223 or TRAV 223, BADM 134 or HOTL 205, BADM 249 or CAHT 255 and a minimum of 6 credits in 300/400 level BADM courses.	Completion of CAHT 380 Internship Orientation course prior to the beginning of the internship

