montana state university BILLINGS

Why Should I Get An Internship?

- You **gain professional experience** directly related to your career interest and goals.

- You **develop a network** of contacts that can help with your future job search and serve as a reference.

- You **build a stronger résumé** as you develop more skills and experience.

What Steps Should I Take?

Consider Personal Logistics - What makes sense for you in an internship?

- Is an internship required for your program? Is it highly recommended? Talk to your academic advisor.

- What are you hoping to gain from an internship in terms of skills and experience? What skills do you hope to utilize?

- How many hours a week *can* you work? A typical 3-credit internship is around 10-15 hours a week.

- Can you do an unpaid internship? Are you *willing* to do an unpaid internship?

Understand MSUB Requirements - How do you ensure that your internship will count for credit?

- Meet with a Career Specialist in Career & Employment Services to discuss internship options, the process to register for an internship, and ensure you know the appropriate faculty member within your department to speak with.

- Meet with your faculty internship supervisor to discuss both their requirements and your program requirements for an internship to receive credit. Ensure you understand that professor's requirements for their class. Some require a paper, some require a project, ensure that you are able to meet them.

Search for an Internship - How do you locate the best internship for you?

- Before anything, really consider both the type of work you want to do and the type of environment you want to be in. Do you want to intern with a large or a small company? What about a non-profit?

- Meet with a Career Specialist in Career & Employment Services if you're stuck during the search process.

Prepare & Apply - How can you present yourself in the best light?

- Once you choose a position to apply for, update your résumé and cover letter to be tailored specifically to that position.

Contact Career & Employment Services

Office Location

Library Room 100

Phone

(406) 657-2168

Email

careers@msubillings.edu

montana state university
BILLINGS

Securing an Internship

You have multiple options when it comes to internships. The most common methods of finding an internship are through listings for open positions and by creating your own.

You may not be sure which method is best for you so explore both. Additionally, keep an open mind about the type of organization you would like to intern for, smaller organizations and non-profits may not be the first places you think of, but they are great opportunities to gain a wide array of experience.

You will want to approach an internship search the same way you would approach a job search.

Finding an Internship

- To find an internship via CareerLink, make an account and ensure that you have a résumé uploaded.

- "Search for Co-Ops/Internships" to see what organizations are currently searching for interns.

- Think about what you would like to do and what you hope to learn from an internship.

- Once you have identified positions you are interested in and that seem to be a good fit, apply!

Creating an Internship

- Find an organization that you are passionate about.

- Determine what specific skills you could contribute to an internship at the organization. What do you hope to do for them and what do you hope to learn from them?

Networking to Find an Internship

Whether you are looking for an existing internship position or looking to create your own position, utilize your personal network. Think about who you know that may be able to point you in the right direction. Talk to your advisor, instructors, classmates, family, and friends to let them know you're looking for an internship.

Students may consider utilizing their current employer for internships. In that case, at least 75% of the internship duties must be new and different from the student's day-to-day duties.

Follow MSUB Career & Employment Services on Social Media

MSUB Advising & Career Services
facebook.com/

@MSUBacs
twitter.com/MSUBacs

MSUB Advising & Career Services
pinterest.com/msubillingsACS