**Student Expectations**

During an internship or summer employment opportunity, students are expected to be reliable, dependable and act with professionalism at all times.

Students are expected to work the scheduled hours of the assignment and communicate with their supervisors if there are conflicts due to family emergency, class schedule, etc.

As a student, it is important to make a good first impression with your supervisor and to learn as much as you can while on assignment. Finally, as you continue to work, it is important to define your position by meeting with your supervisor to outline both your supervisor's and your goals for the internship or summer opportunity.

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**Career Services**

Division of Academic Affairs
1001 Faculty/Administration Bldg.
Detroit, Michigan 48202
Phone:  (313) 577-3390
Fax:   (313) 577-4995
www.careerservices.wayne.edu
Overview

Internships are temporary employment opportunities that relate to a student’s major and career goals. Typically, these assignments encompass professional level work and usually involve assigning students to a particular department or project.

These types of positions vary in that they could be offered as either part-time or full-time employment. Although most intern positions are paid, there may be some instances where an intern position is offered on an unpaid or volunteer basis. In such cases, these positions are promoted to students in-house and forwarded to the appropriate academic department.

Students are also encouraged to view the variety of part-time off-campus positions available at Career Services. In addition to part-time off-campus positions, Career Services offers seasonal employment opportunities for students.

Before applying to positions, students are encouraged to have their resumes reviewed by a Career Services Counselor.

Career Services Online

Career Services Online (CSO) is an online database that allows Career Services to effectively manage student and employer information.

Students are encouraged to complete a profile and upload a current resume to the database.

CSO (continued)

Registering with Career Services Online allows students to take full advantage of our services. To complete a profile, please visit our website at www.careerservices.wayne.edu to begin the process of registering with our office.

By registering with CSO, students are able to receive targeted emails related to career events and job opportunities. The CSO system also allows students to register for special office events and on-campus interviews. Students are also strongly encouraged to visit Career Services to view in-house summer and internship opportunities located in the Job Search Lab.

Advantages

Some of the advantages or benefits to undertaking an internship or summer opportunity is that students are able to:

- Apply academic learning to a “real world” setting
- Earn extra income
- Use the summer or internship employment as an opportunity to gain greater understanding about your chosen field of study
- Learn viable career related skills that are required in the workplace
- Enhance your resume with career related experience
- Learn new skills from professionals
- Determine strengths and weaknesses for future work experiences

Job Search Tips

To properly prepare for an internship or summer opportunity, there are five suggestions listed below.

CLARIFY YOUR GOALS/OBJECTIVES

Search for a position that complements or could possibly enhance your area of study.

DETERMINE YOUR RESOURCES/LEADS

Resources could include your university career center, the internet in general, or specific websites of organizations that you might be interested in.

PLAN AHEAD/BE PROACTIVE

Companies typically recruit for most internship positions in the fall semester.

CREATE A RESUME THAT WILL HELP YOU STAND OUT

Don’t forget to include a cover letter and also have the names and contact information of at least three professional references on hand.

RESEARCH

Learn what you can about the organization you want to work for.