

GUIDELINES FOR INTERNSHIP

The internship program at Queens College is a college-wide service. The Office of Career Development and Internships works with students and faculty on campus as well as alumni and employers who offer valuable internship placement opportunities off-campus. The following general guidelines are intended to clarify internship procedures and to facilitate placements and follow-ups.

WHAT IS THE QUEENS COLLEGE INTERNSHIP PROGRAM?

The college-sponsored experiential learning program takes place outside of the classroom. It is a structured and supervised work experience, and offers students practical learning opportunities that complement their classroom learning. The experience is designed to help students develop the knowledge and skills necessary for success in their educational and career goals.

WHAT ARE THE ADVANTAGES OF HAVING AN INTERNSHIP?

An internship will help you to:

- Explore a field of career interest;
- Acquire practical and meaningful work experience;
- Develop experience and learn day-to-day workplace skills;
- Explore career opportunities;
- Improve verbal and written communication skills;
- Build a strong resume; and
- Develop future references from professionals in your field.

HOW CAN I PARTICIPATE IN AN INTERNSHIP?

You must have achieved upper-sophomore standing and declared a major to apply for an internship. You can start your internship(s) in the upper-sophomore

year, after you declare your academic major. This will give you better direction and focus. In addition, employers also prefer interns who have a grasp and knowledge of their major or minor academic fields.

If you are interested in an internship, you should sign up for a series of workshops in the Office of Career Development and Internships. These workshops offer an overview of the internship procedures, options, and the educational and work experience necessary for a successful internship. You will then have the opportunity to indicate your choice from a database of internships.

You also should submit an approved resume to the office. Based on your choices, the office will then forward your resumes to employers and other organizations, as appropriate.

HOW CAN I GET ACADEMIC CREDIT FOR AN INTERNSHIP EXPERIENCE?

An internship may be taken for credit under the supervision of a faculty member from your major or minor department. A credit-bearing internship may carry a stipend.

Academic credit for internship experience is awarded by academic departments only. Therefore, if an internship placement involves academic credit, you must discuss your plan with a faculty internship advisor in your major or minor department to work out the arrangements. Internships involve a full-semester commitment.

Internships that are not credit-bearing need no approval from an academic department, and can be finalized by the office directly. Such internships can be paid or unpaid.

HOW DO I PREPARE FOR AN INTERNSHIP EXPERIENCE?

Resume writing, interviewing techniques workshops, and individual counseling sessions are conducted regularly to assist you in properly preparing for the internship experience. You are urged to meet with a counselor at our office to discuss your internship and academic goals.

If you wish to pursue an internship through our office, you are also encouraged to take the Orientation to the World of Work course, which is offered by the office. You can take the course either before or concurrently with your internship assignment. The course is designed to enrich the internship experience, and is offered in both the fall and spring semesters.

Internship seminars are held every semester for students with current placements. Because these seminars are designed to provide you with the information and resources that will help make your placement a successful one, they are required as part of the internship experience.

The office maintains frequent and ongoing contact with a large number of diverse organizations that offer experiential learning and placement opportunities. This list is updated by the office regularly.

CAN I DEVELOP MY OWN INTERNSHIP?

The office offers internship opportunities in a wide range of fields. If you wish to develop your own internships, however, the office will assist you.

If you have any other questions, you can contact the office by calling 718-997-4465 and make an appointment to speak with the Internship Coordinator.

Sample of organizations that offer internships to Queens College students:

- Allied Advertising
- BDO Seidman

- Brooklyn District Attorney's Office
- Citicorp Investment Service
- CNBC.com
- Community Mediation
- Con Edison
- Deloitte & Touche
- Ernst and Young
- Fairchild Publications
- Foreign Policy Association
- Goldman, Sachs & Co.
- IFC Entertainment
- J.P. Morgan Chase
- KPMG
- Madison Square Garden
- Mahoney, Cohen & Co.
- Marcum & Klingum
- Merrill Lynch
- MTA-NYC Transit
- MTV Networks
- Municipal Credit Union
- National Advertising Review Council
- NBC
- NYC Commission for the United Nations
- NYC Department of Education
- NYS Department of Taxation & Finance
- Office of Judge Roger Rosengarten—
NYS Supreme Court
- PricewaterhouseCoopers
- RCA Music Group
- Roundabout Theatre
- Safe Horizon
- Sesame Workshop
- Smith Barney
- Sony Pictures
- The Donna Karan Company
- The Fresh Air Fund
- UBS Financial Services
- Universal Music Group
- WABC-TV

SAMPLE COMMENTS FROM INTERNS:

"This internship has allowed me to see the NY Court system in action and exposed me to the machinations of the wheel of justice. As one who is interested in becoming a lawyer, this internship is proving to be more than a resume filler or something with which to occupy myself during the summer months. Instead the experience is validating my present career choice. It's an experience I doubt I would have had without the cheerleading squad in the internship office; to them I will be forever grateful."

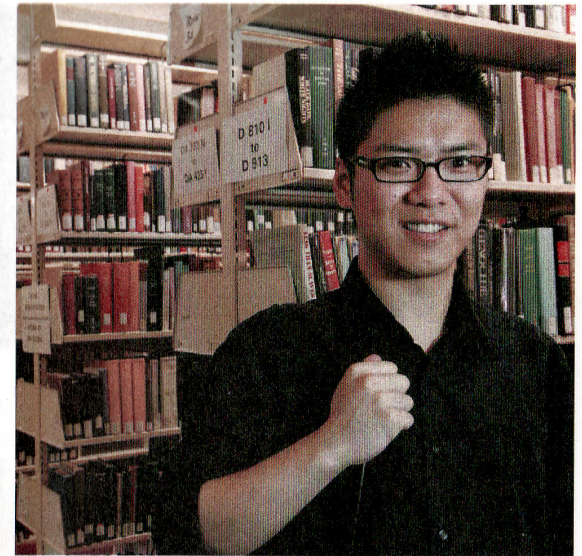
Psychology major

"I've learned a lot about the workplace, especially how to handle responsibility and build relationships with my bosses and coworkers. Everyday I've had the chance to apply what I've learned in college, and I also understand better the classes related to what I do in my job. Now I feel more confident about myself. My internship has been a valuable experience that has enhanced my work qualifications; now I am going to graduate with experience. I think an internship is the best training for a full-time job after graduation. The time to begin your career is now, not after graduation."

Corporate Finance major

"My internship at the NYC Dept. of Education put me in a very responsible position. Because I was functioning as an auditor, I had to take calls from people who wanted to contest decisions. Although I sometimes felt intimidated, I found that I could deal with the calls properly since there were clear guidelines. Overall, it was a wonderful experience."

Accounting major



Office of Career Development and Internships



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