



# INTERNSHIP WORKBOOK

**CAREER DEVELOPMENT**

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## INTERNSHIPS: KNOW WHAT TO LOOK FOR

To reap the benefits of an internship, you need to know what to look for and which internship is best for you. You need to decide and learn to judge what you need in order to achieve your goals.

- Seek out "real world" assignments that give you a chance to learn things you can't learn in a classroom.
- Look for programs that help you not only learn but also practice what you've learned
- Judge internship opportunities based on what you will get out of your participation and whom you'll be working with and for, not only on what they require of you.
- Look for internships in career settings you might move into after college or that you wish to explore.

Take full advantage of that vantage point: As you participate in internships, exercise your skills and abilities—learn to be a better communicator, creative thinker, leader, team player, and self-managed learner.

There's a lot to be gained from internships. Be sure to take advantage of these valuable opportunities. Research companies, talk to your professors and upperclassmen or recent alumni in your major, send out resumes and email inquiries, and keep us posted!

**Questions?** Stop by the Career Development office at 136 W. 21<sup>st</sup> Street, 6<sup>th</sup> floor, email us at [cd@sva.edu](mailto:cd@sva.edu), or drop into a weekly Virtual Office Hour (watch your email and SVA Today for dates and instructions).

## **4 STEPS TO SECURING AN INTERNSHIP**

### **1. Start Early (ideally at least one semester prior to the internship)**

- Complete the enclosed worksheets to define your interests, values, priorities.
- Create a networking list.
- Create a “companies I’ve always dreamed of working for” list.
- Search for internships on the SVA online job board: [www.collegecentral.com/sva](http://www.collegecentral.com/sva). Your User ID is your SVA ID#.
- Meet with an SVA career counselor to discuss your goals and strategy. You can book an appointment here: [svacd.youcanbook.me](http://svacd.youcanbook.me)

### **2. Begin researching internship opportunities and preparing your materials.**

- Research companies, talk to professors and other students and alumni.
- Prepare a website/portfolio/reel; draft your resume and a template of a cover letter.
- Meet with a career counselor. Come prepared for the appointment. Think about your internship needs (size of organization, eligibility, areas of interest, goals).
  - Bring a copy of your resume for review.
  - Bring questions and ideas, hopes and interests.

### **3. Secure Interviews**

- Approach organizations through email, phone, or social media when appropriate.
- Project a professional, enthusiastic image.
- Practice interviewing, review the SVA Interviewing Guide and other resources.
- Follow up every interview with a thank-you email or note.

### **4. Accept an Internship Offer**

- Eligible international students need CPT and an I-20 work authorization and must participate in the College’s [Internship-for-Credit program](#).
- Eligible U.S. and Permanent Resident students have the option to participate in the Internship-for-Credit program to receive studio elective credits.
- Discuss your credit load/needs with your Academic Advisor.
- Complete and sign the Internship Agreement Form or Offer Letter with your employer. If you have questions about it, contact Career Development.
- If participating in the Internship-for-Credit program, make sure to apply by the semester’s deadline following instructions on the website and in the Guides.

## **TIPS FOR INTERNSHIP SUCCESS**

### **1. Communicate**

Show initiative on the job. When you finish one task, ask for another. Talk with your supervisor and co-workers. Get involved.

### **2. Goals**

Know what you hope to learn, add new skills, gain valuable “hands on” experience. Let your experience guide you to your next steps.

### **3. Observe**

Get to know the company’s culture, dress, communication style, workflow, and how decisions are made.

### **4. Be Reliable**

Understand what is expected of you, be on time, take your assignments seriously, and meet your deadlines.

### **6. Be Enthusiastic**

A positive attitude, enthusiasm, and good performance can often lead to a full-time position or at least will make a great impression and build relationships.

### **7. Take It All In**

Learn as much as you can about the industry and the organization. Read what is around you, talk with everyone, and get involved with extra projects.

### **8. Network**

Introduce yourself to everyone. You have begun to network. Don’t leave the internship without collecting contact information. Whom can you learn from aside from your direct supervisor and team members?

### **9. Keep in Touch**

Keep in touch with those you have met. When it comes time to look for a full-time job, they will remember you and may be able to help.

## INTERNSHIP DO'S AND DON'TS

### Do's

**Do** try to obtain at least one internship during your college years.

**Do** set specific goals for yourself and for each internship.

**Do** expect to be treated professionally.

**Do** utilize your network of professors, family and friends to get leads and contacts.

**Do** leave your internship with a better understanding of your field.

**Do** take advantage of internship and career fairs and portfolio reviews to scout internship and job opportunities and to make connections.

**Do** send thank you notes to all people who interview you and all the people who help you find an internship.

**Do** keep in touch with key coworkers as well as supervisors from your internships.

**Do** meet with an SVA career counselor at any point(s) during your search and/or internship experience.

### Don'ts

**Don't** be afraid to ask questions.

**Don't** expect all internships to be paid.

**Don't** burn any bridges, even if your internship was not the perfect experience.

**Don't** ever give up in your internship quest; exhaust all possible internship leads.

**Don't** forget to take advantage of the services in [Career Development](#) – we have leads to numerous internship opportunities, jobs, and offer free career counseling.

## HOW DO I DECIDE WHAT I REALLY WANT TO DO? A GETTING ORGANIZED WORKSHEET:

One of the most difficult parts of the internship and job search process is deciding what you really want to do. The best way to begin to make this decision is to complete a *self-evaluation* using the questions listed below. Think about each question and write down your answers, so that you can refer to them as you continue to research and make decisions about potential job and internship opportunities and career directions.

1. First thing's first – think about what you **LIKE** to do. People are most successful (and happiest) when what they do involves doing something they enjoy, so it makes sense to start by thinking about the following questions:

☐ **What do I like to do most?** List at least 3 things:

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☐ **What am I most interested in?** List at least 2 things:

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☐ **What am I best at doing?** List at least 1 thing:

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2. Next, it's a good idea to think about the **GOALS** you want to accomplish—both in the short and long term. Short-term goals might include things like making money to pay for college or gaining basic internship experience that will lead to more responsible/higher-paying jobs in the future. Long-term goals might include things like running your own business or securing a top design job at a studio. You will want to consider both kinds of goals when you begin your search.

☐ **What short-term goals would I like to accomplish?** List at least 2 goals:

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☐ **What are my long-term goals?** List at least 2 goals:

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3. Finally, there are a number of OTHER factors that are important to consider when thinking about job and internship options, including location, work environment, and the nature of the work in question. The answers to these questions can help steer you toward the kinds of internships that will be most enjoyable for you.

- ☐ **Where would I prefer to work?** (Fully remote, hybrid, or fully onsite? Close to school? In the boroughs? Uptown or downtown? Another city, state, or country?) List your first and second choice:

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- ☐ **What kind of environment would I like to work in?** (Small or large? Production studio or art gallery, large mega-company like MTV, or individual artist assistant? Etc.) List your first and second choice:

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- ☐ **What are my work preferences?** (Alone or with others? Print or web? Focusing on creativity or routine? Working with products or ideas?) List at least three preferences:

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- ☐ **What personal strengths can I offer a potential employer?** (Attention to detail? Strong writing / computer / organizational / drawing / design, etc.? Ability to work well with others?) List at least three strengths:

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- ☐ **What are my limitations?** (English language skills? School schedule? Salary requirements?) List at least two factors that might limit your choices.

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4. Based on your answers to the questions above, fill out the **Career Brainstorming Worksheet** on the next page to list your dream job, 3 career areas of interest, 3 occupations for each career area, and 6 jobs or internships to consider for this semester. If you're not sure how to complete the worksheet, take a look at the sample version.

## **CAREER BRAINSTORMING WORKSHEET (SAMPLE)**

**My Dream Job:**

Museum  
Director

**3 Career Areas of Interest:**

Art

Communications

Technology

**3 Occupations for Each Career Area:**

Curator

Teacher

Web designer

Critic

Writer

Blogger

Artist

Director

Game designer

**2 Internships Relating to Each Career Area:**

Gallery Internship

Public relations Internship

Radio/tv Internship

Artist studio Internship

Publishing Internship

Web/video Internship



**CAREER BRAINSTORMING WORKSHEET**

**My Dream Job:**

**3 Career Areas of Interest:**

**3 Occupations for Each Career Area:**

**2 Internships Relating to Each Career Area:**

## A HELPFUL TIMELINE FOR FINDING AN INTERNSHIP

The purpose of this action plan is to help you set concrete goals and a timeline for obtaining an internship. By listing the specific steps that you will need to take, and assigning a deadline for each one, you can ensure that you'll be ready to start working at that great internship you've always wanted!

Fill out the **Career Brainstorming Worksheet** as many times as you need to get organized and feel good about your next steps. Then fill in the below:

- ☐ Write the name of your dream job here:

\_\_\_\_\_

- ☐ List your 3 areas of career interest, *in order of preference*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- ☐ List the 9 occupations you identified on the worksheet, *in order of preference*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_

- ☐ List the 6 internships you listed on the worksheet, *in order of preference*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Now, think about the steps required to obtain any of the internships you listed above, and the timeline you will need to use for each step. To make this easy, we have listed the basic steps in the table on the next page, so all you need to do is write down when you will begin each step and set a deadline for each step to be completed.

# INTERNSHIP SEARCH PLAN AND TIMELINE

Phase 1: Job research and selection	Date to Begin	Deadline for Completion
<input type="checkbox"/> Research employment information on job board		
<input type="checkbox"/> Select an area of interest to focus on, read Site surveys, talk to professors, network		

Phase 2: Resume	Date to Begin	Deadline for Completion
<input type="checkbox"/> First draft of resume (to be reviewed with Career Development)		

Phase 3: Cover Letter Templates and Thank you's	Date to Begin	Deadline for Completion
<input type="checkbox"/> First draft of cover letter template and thank you notes (to be reviewed with Career Development)		

Phase 4: Portfolio	Date to Begin	Deadline for Completion
<input type="checkbox"/> Update your portfolio/reel and/or website		

Phase 5: Applying for Jobs	Date to Begin	Deadline for Completion
<input type="checkbox"/> Identify at least 3 -6 opportunities		
<input type="checkbox"/> Send customized application materials		
<input type="checkbox"/> Interviews / Follow up with signed paperwork		