

# INTERNSHIP

## GENERAL INFORMATION

### Requirements of Applicant:

- Communication major
- At least 2.8 GPA
- Completed 60 hours of course work at time of internship
- Must have taken introductory classes in concentration

### Communication Contact:

Amy Fountain  
intern@comm.msstate.edu

### Internship Program Website:

comm.msstate.edu/students/  
internships

### Career Center Contact:

Mrs. Edie Irvin  
eirvin@career.msstate.edu



@MSUCommIntern



MSU Communication  
Internship Program



MSUComminternship  
program



MISSISSIPPI STATE UNIVERSITY  
COMMUNICATION  
*internship program*

# HOW TO FIND AN INTERNSHIP

## 1 START EARLY

- Some organizations have early entry deadlines. By starting early, you have more time to prepare for the application process, which may require documents such as a resume, cover letter, letters of recommendation, official transcripts, etc.

## 2 IDENTIFY YOUR INTERESTS

- Internships are great because they allow you to gain work experience in your potential field. Try to find internships that pertain to your career goals.

## 3 EXHAUST YOUR RESOURCES

- Internship Coordinator
  - » If you're wondering what kinds of jobs are out there, take advantage of the resources within the department. The Internship Coordinator has a list of employers who regularly work with students in our department, not to mention a steady flow of new internship opportunities. You can request an appointment with the internship coordinator by visiting our website, [www.comm.msstate.edu/students/internships](http://www.comm.msstate.edu/students/internships) and filling out a request form. *Turn on your Twitter notifications for @MSUCommIntern to learn about new opportunities as soon as they are announced.*
- Network
  - » Talk to parents, friends and teachers and spread the word that you're in the market for some work experience. You never know what opportunities may be available through these channels. Many great internship opportunities come available because of who you know.
- Previous Employers
  - » If you have had a good experience with a previous employer, contact them for suggestions and recommendations.
- Internet
  - » Many internship opportunities can be discovered simply with a quick Google search. Use your own sleuthing skills, or contact the internship coordinator for a list of helpful internship websites.
- The Career Center
  - » The Career Center helps connect many students with internship opportunities through career fairs, job postings on their website, and other channels.

## 4 APPLY

- Gather any necessary materials the process may require, and apply well before the deadline so you don't accidentally miss it.
- If you put in the work, you can find an internship that is right for you!



# RESUME GUIDELINES

## DO

## DON'T

- **Put your name in large, bold letters at the top of the page.** This is your resume, so your presence should be known!
- **Establish some kind of structure.** Choose a left or center alignment, and use indentation and new paragraphs to show separation of subjects. Bold headings, italicize subheadings, use bullets to list job duties, etc.
- **Include contact information near your name on the resume.** Include email, phone number and physical address. Make it as easy as possible for employers to contact you.
- **Include your education information, preferably near the top of the resume.** Since you probably won't have much related work experience to include, employers may base hiring decisions on your university, major and GPA.
- **Leave giant gaps of space in your resume.** Don't triple space, don't leave half a page empty, and don't use 2-inch margins. You can find enough information to fill one full page.
- **Fill your resume from corner to corner with text.** Your resume needs margins, spaces, places to breathe. Try to balance the information with the space.
- **List your hobbies unless they are relevant to the job you're applying for.** If you want to work in a bike shop, tell them you're an avid mountain biker. However, if you want to work for an ice cream store, they don't need to know that you enjoy biking.
- **Live in the past.** Employers care more about your recent college experience much more than your high school achievements.

### Must Have

- Contact information
- Education information
- Work experience and/or extracurricular activities and/or volunteer work
- Skills and/or qualifications
- Honors and/or activities

### Could Include

- Relevant course work
- An objective
- Time stamps on your work (or other) experience

*Judge whether or not to use these criteria based on what your potential employer wants to see.*

### Do not Include

- Hobbies
- References
- Biographical or personal information
- A second page (if it can be avoided)
- High school GPA or achievements



# CREDIT FOR INTERNSHIP

## CAREER CENTER

## CO 4053

- Course designed for students taking a semester off of class to intern full-time
- No additional class assignments.
- Course will appear on student's transcript as a 3-hour course, but it does not count toward the 124 total hours required to graduate.
- \$25 fee, but no additional tuition.
- Contact Edie Irvin at [eirvin@career.msstate.edu](mailto:eirvin@career.msstate.edu) for more information.
- Take a 3-hour class the same semester as your internship.
- Receive graded assignments throughout the semester.
- The class serves as an upper-division Communication elective towards your major.
- Regular tuition fees apply.
- To enroll, fill out the form **Request for CO 4053** at <http://www.comm.msstate.edu/students/internships/>.

## INTERNSHIPS

- **Internships are**
  - » Supervised by a professional in the student's field of study
  - » Hands-on, professionally related experience
  - » Limited in time length, typically a semester
  - » Directed and practical learning experience
  - » Can be paid or unpaid
- **Internships should not be solely focused on**
  - » Running errands
  - » Serving coffee
  - » Making copies
  - » Doing the work of a paid employee
- **Why should you participate in an internship?**
  - » To apply skills learned in the classroom
  - » To learn more about the career field and industry
  - » To give you an edge when applying for a job
  - » Opportunities for networking
  - » May lead to a job with that company

## JOB SHADOWING

Includes the learning aspect of an internship by observing someone in a certain job without the actual hands-on "doing" aspect

## PART-TIME JOB

- » Not necessarily geared toward professional development
- » Work may be more clerical
- » Often more flexible in determining number of hours between employer and employee without the hours requirements of an internship
- » Paid