

Department Internships (continued)

For those in other departments or ineligible for departmental internships:

- **IDST 287 Career Exploration Internship** – Internships specifically devoted to career exploration. Open to all students. Offered by the Office for Career Development.
Prerequisite: approval of the Office for Career Development. 2-5 credits. (EL)
- **IDST 387 Interdisciplinary Regional Internship** – Internship opportunities with regional organizations that provide an interdisciplinary focus for students. Interdisciplinary seminar integrates their experiences. May be repeated for credit.
Prerequisite: approval of departmental internship supervisor. 2-5 credits (EL)

For more information about internships please visit us in the Career Hub!



 Linfield College
CAREER DEVELOPMENT
Melrose Hall | Suite 010
career@linfield.edu
(503) 883-2733
www.linfield.edu/career

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Internships



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What is an Internship?

“An internship is typically a one-time work or service experience related to a student’s major or career goal. The internship plan generally involves students working in professional settings under the supervision and monitoring of practicing professionals. Internships can be paid or unpaid, and the student may or may not receive academic credit for performing the internship.”

-Source: NACE Experiential Education Survey



Internship Benefits

Learn more about an industry. Internships are one of the best ways to learn about an industry. The classroom teaches students important information, but there’s something different about implementing those ideas in the real world with a real customer.

Apply classroom knowledge. There’s a big difference between learning about strategies and actually applying them. Interning reinforces concepts taught in classes and helps students apply classroom knowledge to real situations.

Gain valuable work experience. Internships help students get real-world experience. Internships generate work samples for a professional portfolio and provide real accomplishment stories to share in an interview setting.

Develop skills. Learning new skills in an internship can help in future employment opportunities and make you a competitive candidate in future application processes.

Test-drive an industry. Working in an industry gives insight into whether or not the industry is the right choice, which can help focus academic choices.



Department Internships

Departments that offer internship credit:

- Art and Visual Culture (AAVC 487)
- Biology (BIOL 487)
- Business (BUSN 487)
- Chemistry (IDST 287)
- Computer Science (COMP 487)
- Economics (ECON 487)
- Education (EDUC 301, 491, 492, 493, 494)
- Electronic Arts (IDST 287)
- English (Creative Writing & Literature) (ENGL 370)
- Environmental Studies (ENVS 487)
- Health, Human Performance, and Athletics (HHPA 487)
- History (HIST 487)
- Mass Communications (MSCM 487)
- Mathematics (IDST 287)
- Modern Languages (MDLA 487)
- Music (Dance) (MUSC 487)
- Philosophy (PHIL 487)
- Physics (IDST 287)
- Political Science (POLS 487)
- Psychology (PSYC 487)
- Religious Studies (RELS 487)
- Sociology and Anthropology (SOAN 487)
- Theatre and Communication Arts (TACA 287)



Internship Programs (continued)

Funds may be used for travel to and from the internship, living expenses, and/or appropriate research or other materials necessary to conduct the internship. Funds may not be used for tuition, and credit may not be earned for the internship.

IE3 Global Internship:

Through IE3 Global Internships you earn Linfield academic credit while gaining professional experience abroad. Internships are available in a variety of private-sector companies, nonprofit organizations and educational institutions around the world. The application process for IE3 Global Internships follows the schedule for Linfield semester abroad programs: Applications due October 1, interviews in October, Linfield approval early November. Once Linfield accepts a student, IE3 Global Internships provides internship placement, pre-departure orientation, international health insurance, learning tools, monitoring and support by a regional director in the U.S.

Career Development Impact Scholarship:

Career Development encourages students to seek and complete impactful internships. Sometimes these great experiences are unpaid. Grants are available to cover living and travel expenses to help make this a reality.



Internship Benefits (continued)

Get a foot in the door. Internship experiences provide a valuable opportunity to share skills with a prospective employer long before the hiring process for a full-time job. Interns are attractive candidates for future openings—if you’ve impressed them during your internship, you’ll probably be on the list of top candidates for the job.

Gain valuable networking contacts. You make many contacts through an internship experience. Networking is often one of the best ways to land a new job and a primary way to learn about unadvertised job opportunities.

Obtain references. Your internship supervisor has seen your skills in action and is an ideal reference for future jobs. Other individuals with whom you work closely at your internship can also serve as references for your job search.

Learn about the world of work. When you choose to intern, you’ll experience first-hand what it’s like to work in an office, interact with supervisors and co-workers, and handle customers or clients. Although you’ve probably had a job before or during college, you probably don’t know what the day-to-day experience of working in your field will be like until your first internship experience.

Meet peers with similar interests. Internship programs introduce you to other students and recent graduates in your field who share your interests—which certainly helps your career or social life.



Finding an Internship

Finding an internship is very much like finding a job. Determine what type of experience you seek, explore to find where such experiences exist, and network to meet people (start with family, friends, and professors).

Finding an Internship (continued)

Once you find some companies, always research to learn more about the organization (and make sure they're legitimate!), apply, and interview for an internship. Some companies may not have an internship available, but you can ask about conducting an informational interview. In that interview, ask about potential internship opportunities with their company or other companies that they know about. If you happen to find more than one place to do an internship, you can do both! Two internship experiences can count toward graduation. If you don't have transportation, look for internships in the McMinnville area.

Check out some internship opportunities posted on Cat Connect: www.linfield.edu/career/catconnect.html

Earning Credit

Steps to earn internship credit:

1. **Talk to your advisor.** First determine if you can earn credit within your major department and have this count as an elective in your major. This is the best option, if you qualify. Some majors have GPA minimums or requirements you must meet to be eligible for the 287 or 487 internship course within your department. Requirements vary by department.
2. **Talk to Kristi Mackay (Career Development, Melrose 010).** Most students are eligible to earn elective credit for an internship. The course is IDST 287, Career Exploration Internship. This does not count toward your major, but does satisfy an EL in the Linfield curriculum, and the credits count toward your degree.

Earning credit and pay for your internship are usually mutually exclusive, meaning that you can actually get paid and earn credit at the same time. Be sure to complete all necessary paperwork for your internship credit prior to your start date. All paperwork has to be

Earning Credit (continued)

submitted and approved before your hours can be counted toward the internship credits. This is especially important if you will be completing the internship during the summer, when there is limited staff on campus to assist you with the paperwork.

Not all departments have an internship in their curriculum, in which case, you can receive credit through an elective internship option (this is also true if your internship is unrelated to your major). Internships count toward LC elective credit, and may count toward electives in your major (talk with your advisor).

Internship Programs

First Federal Internship Program:

The First Federal Internship Program helps local non-profits leverage the energy and talent of Linfield students to achieve a strategic goal through the completion of a specific short-term project. To qualify, an organization must be a 501(c)3 non-profit providing service in Yamhill County. Linfield interns will be in a position of leadership or work in a team environment. Interns will not be used as administrative staff or to fill other gaps in staffing. Project proposals are collected from non-profits and advertised. Students must connect with the non-profit and come to an agreement to work together. Selected interns earn a \$1000 stipend.

Public Service Internship Endowed Scholarship:

An endowed internship has been established to provide \$2,000 for a Linfield student from the McMinnville campus per year to pursue an unpaid or very modestly paid summer internship with a government or non-profit organization either in the US or internationally. The internship aims to provide liberal arts majors with educational opportunities that expand their education and learning experience outside the classroom and to prepare them for graduate or professional school; advanced work in writing, the visual arts, or performing arts; or for nationally competitive scholarships and fellowships.

