

How to Find an Internship

- I. **Where would like to intern?** Think about the type of internship, possible company and geographic location (city or state).
- II. **Think about the type of internship experience you want to have.** What skills do you want to build during this experience? Think about your long term career path.
- III. **Network- Professors, Friends, Family and other Bobcats**
 - Ask questions about how they got to where they are now, ask for industry feedback, and ask for tips on how to break into the industry.
 - Expand network- ask if they know anyone else you need to meet and speak to.
 - Always follow-up with people you meet.

Social Media:

- *LinkedIn* - Get established since this is a professional networking site. Update your profile with your career accomplishments, company information and education.
 - *Twitter*- Allows you to tap into community sharing similar interest. Look for opportunities to share your ideas, opinions and interests with people you respect professionally.
 - *Facebook* –Great place to promote your professional brand. Post informational articles, follow trends, connect with your friends. Clean-up Facebook (remove any suspect photos) or make them private. Do not post anything you would not place on the front of the local newspaper.
- IV. **Prepare a Résumé if you do not have one already.** Assistance is available in, Harris Student Support Center, Schoonover Center (Karen Peters petersk@ohio.edu) or the Career and Leadership Development Center <https://www.ohio.edu/careerandleadership/> (5th Floor Baker Center) or your school if time allows.
 - V. **Where to look for an internship?**
 1. **Internship Newsletter** from Dean's office / Karen Peters- sent electronically bi-weekly during school year providing internship offerings for all 5 schools.
 2. **Scripps Database** of internships and jobs posted by employers is located on *Ohio University's Bobcat CareerLink*. This system is located on the Career Leadership Development Center (CLDC) website. This is a free, simple process to access and post your resume and find internship & jobs:
 - Link to CLDC <http://www.ohio.edu/careerandleadership>

- Direct link to BCL <https://ohio-csm.symplicity.com/students>

Click on jobs link and you will see information on résumé and cover letter writing, interviewing, networking, Bobcat CareerLink, career fairs, on campus recruiting, and job search resources by field.

- 3. Investigate-** Not everyone lets us know about their internships so you might need to scout some out on your own through the following websites:

State/ National/ International Search for Internships

Ohio Internships:

- LinkedIn.com
- Ohiomeansinternships.com
- Columbusinternships.com

National Internships:

- LinkedIn.com
- internships.com
- Internmatch.com (internships & jobs)
- idealist.org (Non Profit internships & jobs)
- Experience.com
- Indeed.com

International Internships:

- Office of Global Opportunities (formerly Office of Education Abroad) / Walter International Education Center www.ohio.edu/educationabroad
- Globalexperiences.com

VI. Specific company websites

If you're interested in a particular geographic area you may need to look at the possibilities and then make inquiries.

For example, if you want to intern at a newspaper, first make a list of the newspapers in the area and then do some research on their websites to see if they list internships. If not, you might contact them and let them know you are interested.

VII. 2017-2018 Scripps Schools Internship Coordinator & Information Champions

Each school as an *Internship Coordinator* and the school posts internships information on their website unless noted. In addition, they assist the students in their school:

- locating an internship, explaining procedure for getting credit for the experience, answering any questions on the internship process, resume review (if time allows)
- Harris Student Center (Karen Peters) is an additional resource for Internship Search, Resume review, Financial Aid Guidelines, Employer Contracts, Verification Letters , Career and Leadership referrals

VIII. School Internship Coordinators and College Office Internship Specialist:

Journalism School

- Julie Conrad conradj1@ohio.edu SCH 223
 - <http://scrippsjschool.org/about/internships.php> Internships posted on J school website.

Communication Studies

- Karen Deardorff deardorf@ohio.edu SCH 433
 - <http://www.ohiocommstudies.com/undergrad/internships>

Media Arts and Studies

- Karen Riggs riggsk@ohio.edu SCH322
 - <http://mediaschool.ohio.edu/internships>

Visual Communication

- Tim Goheen (goheen@ohio.edu) SCH250
 - <https://www.ohio.edu/viscom/undergraduate/>

Information and Telecommunications Systems

- Phil Campbell (campbelp@ohio.edu) SCH373
 - <http://www.itsohio.net/current-students/undergrad/internships>

Additional Resource- Scripps Harris Student Center / College Office

Karen Peters, Internship and Student Services Specialist
SCH 108 (740)593-9994 petersk@ohio.edu

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