

## I'M READY, HOW DO I FIND AN INTERNSHIP?

Students are responsible for seeking and securing internships for themselves. This takes planning and dedication. There are lots of ways you can get started looking. Remember this is an investment in you, in your learning, in your career options and potential future employment; so invest in you and start now on finding an internship that suits your interests.

### To Get Started: Register on Fullerton College's FCCareerConnect.

To access FCCareerConnect, please follow these steps:

1. Go to [careercenter.fullcoll.edu/internships](http://careercenter.fullcoll.edu/internships)
2. Click on student information
3. Follow the directions to Register for Internship Information

Questions about the FCCareerConnect, email Jennifer Merchant at: [jmerchant@fullcoll.edu](mailto:jmerchant@fullcoll.edu).

### Option 1: Use FCCareerConnect (be sure to register, as detailed above).

### Option 2: Do an internship search on your own.

Ideas of where to look:

1. Identify companies you might want to work. Consider sending an introduction letter along with your resume. Give the company credible reasons to hire you as an intern.
2. Setup and find professionals on **LinkedIn.com**. LinkedIn is a great way to connect with professionals and companies you might be interested in working. In addition, search the LinkedIn Jobs section for employment opportunities.
3. Start talking to your personal network of family and friends about opportunities.
4. Visit websites:
  - Internships.com
  - CareerBuilder.com
  - OCIternship.com
  - Job.com
  - OCOneStop.com
  - SimplyHired.com
  - Indeed.com
  - US.jobs
  - Monster.com
  - Glassdoor.com
  - StudentCareers.LinkedIn.com
5. Keep a log of your efforts and follow up within a few days to any place you have sent a resume.

[CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS](http://CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS)

You're off to great places!  
Today is your day!  
Your mountain is waiting, so...  
Get on your way!  
— Dr. Seuss

[CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS](http://CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS)

### WHY INTERNSHIPS ARE WORTH IT:

- Your resume will be more robust
- You might get a job offer out of it
- You'll find out if it's the right career for you
- You'll increase your earning potential

Increases your chance of getting a job you want after college by **60%**.

**35.3%** of employers' full-time, entry-level college hires came from their internship programs.

Start now to plan for an internship!



Fullerton College  
Excellence. Elevated.

Fullerton College is accredited by the Accrediting Commission of Community and Junior Colleges, of the Western Association of Schools and Colleges.

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Fullerton College is part of the North Orange County Community College District.

## DISCOVER FULLERTON COLLEGE BUSINESS & CIS INTERNSHIP PROGRAM

**ACCOUNTING**

**BUSINESS**

**COMPUTER INFORMATION SYSTEMS**

**CYBER SECURITY**

**ENTREPRENEURSHIP**

**INTERNATIONAL BUSINESS**

**MARKETING**

**PARALEGAL**

**REAL ESTATE**

A student enrolled in the Fullerton College Internship Program will work at an employer related to their major, while earning academic credit.

[CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS](http://CAREERCENTER.FULLCOLL.EDU/INTERNSHIPS)

## BUSINESS & CIS INTERNSHIP PROGRAM

### What is an Internship?

An Internship is “A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

– Defined by the National Association of College and Employers (2011)

### How do I get an internship?

Many different ways are available to locate an internship. Many students arrange their internship through their own networking, job fairs, Internet searches, etc. Some internships are listed on the [careercenter.fullcoll.edu](http://careercenter.fullcoll.edu) website through the FCCareerConnect portal.

### What is the class component?

The student earns academic credit for the internship by enrolling in an internship class. This credit will be a permanent part of your transcript. A student can enroll in 2–4 units, and for the first TWO units will complete 60 hours for an unpaid internship, or 75 hours for a paid internship; for each additional unit above two the student will complete another 60 hours for an unpaid internship, or 75 hours for a paid internship. A class meeting time is assigned for one hour.

### Can I be paid for the internship?

Internships may be arranged as either a paid or unpaid. Whether or not a student is paid depends upon the organization and arrangements of the internship.

### How can I get a job or internship if I have no experience?

Employer’s value skills developed through academic work, volunteer experiences, extracurricular experiences, or other experiences, which demonstrate skills useful in work. And routine types of student jobs can demonstrate to employers that you have been a successful employee. Obtaining internships is a great way to bridge this gap in experience.

### How many hours can I work as a student?

When classes are in session, students are advised to work no more than 20 hours/week. The hours, as well as days and times, the student works are arranged between student and organizations.

## WHAT ARE THE BENEFITS OF AN INTERNSHIP?

An internship gives you the opportunity to:

- Gain valuable work experience before you graduate
- Develop new skills and refine others
- Apply knowledge gained from coursework to on-the-job situations
- Reality-test tentative career choices
- Meet and work with professionals, establishing contacts for letters of reference and networking
- Experience new work environments
- An internship during college increases your chance of getting a job you want after college by 60%
- 35.3% of employers’ full-time, entry-level college hires came from their internship programs
- It should be a goal of every Fullerton College student to complete at least one internship



## CHARACTERISTICS OF AN INTERNSHIP

- Completed in one academic term, and can last one to four months
- Generally at one employer site at a time
- Usually part-time
- May be paid or unpaid
- Taken for Fullerton College credit
- Enhances academic, career, and personal development that should enable subsequent career opportunities
- Distinguished from a short-term job by “learning objectives” which are structured into the experience
- Learning activities include learning objectives, observation, reflection, evaluation and assessment

## STUDENT PREPARATION CHECKLIST/REQUIREMENTS

Each student at Fullerton College should have the goal of completing at least one internship. That means creating a plan to find, enroll in, and complete an internship.

### Start the Plan Now

- Complete at least one semester at Fullerton College AND have 2.0+ GPA
- For Business Majors: Take BUS 100 F, Introduction to Business; For CIS Majors: Take CIS 111 F, Introduction to Information Systems; For ALL OTHER MAJORS, take the introductory course in your major
- Prepare a Resume. Don’t have one? Take BUS 111 F or BUS 211 F or get help from the Career & Life Planning Center in building 2000.
- Create a [LinkedIn.com](https://www.linkedin.com) profile and start connecting to potential employers
- Begin brainstorming on where you can get an internship
- Apply for an internship in FCCareerConnect

### Attend an Internship Academy

When you are ready to do undertake an internship in the upcoming term, and enroll in the course:

1. Go to [careercenter.fullcoll.edu/internships](http://careercenter.fullcoll.edu/internships) to connect with faculty to guide you
2. Secure an internship opportunity
3. Register in an internship class for credit

**IT IS NEVER TOO EARLY TO START  
PLANNING FOR AN INTERNSHIP!**

