



**Bronx Community College
Career Development Office
Internship Program Guidebook**

2003-2005

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How can this Guidebook assist you?

It provides the essential information you need to know about the Internship Program, and how you can perform an internship. Please use this guidebook as a reference guide. If you have any questions, please feel free to contact Mrs. Vallieres, Cooperative Work Experience Advisor, Career Development Office, Loew Hall, room 319/328 or call (718) 289-5908.

Commonly asked questions about the Internship Program at Bronx Community College
What is an internship?

An internship is work experience related to a career field or interest. Typically, it lasts a semester, but may last longer.

How many hours do students intern at a particular place?

The hours vary with each internship site. The minimum is usually 6 hours a week, and the maximum between 10 to 25 hours a week. Hours are scheduled during the week, and are flexible. They should accommodate not only the student's schedule, but the supervisor's needs as well.

What are the benefits of doing an internship?

Many! An internship not only gives you the work experience you need to market yourself effectively in today's competitive job market, but it also can help you decide what career to pursue. It provides a unique opportunity to start networking with people in a career field(s), and establish possible contacts you can use for the future. It gives you a concrete foundation in starting to build professional and personal skills that are needed to successfully obtain and maintain a career. Last but not least, many life-long, professional, life-long, mentoring relationships have all started by doing an internship. In many cases (although it is not a guarantee), a permanent position has been offered to students once the internship has been completed.

Is there monetary compensation for doing an internship?

Many internships are **paid**. For those not offering monetary compensation, you are able to perform the internship for credit or experience (depending on the particular site).

How do I get credit for an internship?

You need to take the Cooperative Work Experience class *in the semester you will be doing the internship or another course deemed appropriate to take for credit by your major academic department*. **If you would like to perform an internship for credit, you need to speak to a Faculty Advisor in the academic department of your major first to see how this can be arranged.**

Do I have to do an internship for credit?

Depending on your major, you may need to do an internship for credit (you need to speak to a faculty advisor in the academic department you are majoring in to see if this is applicable to you). If this is not the case, you still maybe able to do it for credit, but check with your major academic department for further information. Otherwise, you can choose to do a paid/non-paid internship, or just to gain experience or exposure in a field of study.

How the Cooperative Work Experience Advisor can assist you

Mrs. Driada Vallieres is the Internship Coordinator. She is available, by appointment only, from Monday-Friday, 9:00AM-5:00PM, and evening hours to assist you in obtaining an internship. You may schedule an appointment to see her in the Career Development Office, Loew Hall, room 319/328, between 9:00-5:00PM or call (718) 289-5908. Currently, all internships are in a binder system.

Please come and see her a semester before you plan

to do the internship, in order to effectively prepare and secure a site. Students who plan to perform an internship for credit especially must see her a semester before to secure a site. Employers usually recruit students a semester before the internship is to take place. All students must have a finalized resume to be able to participate in the program. In addition, Mrs. Vallieres develops new internships on a continuous basis. If you have a site in mind, please let her know about it. She maybe able to follow-up on your behalf and develop a new internship site for you and future students.

How to prepare for the interview and get your foot in the door

You need to be able to answer a series of questions that will be asked of you, and you also should have questions that you would like to ask them. In addition to doing this, you need to show that you are motivated, enthusiastic, and willing to learn and excel in your position! Nothing catches a recruiter's attention when they see someone who is genuinely interested in what he/she does, and is determined to go "above and beyond the call of duty", while contributing their knowledge and skills to that organization/company. Further, you should be in professional, business attire on the day of your interview, and follow some common procedures. No matter how casual the workplace is in their dress code, this is the standard rule in making a lasting impression. Remember, you can never make a second impression on an employer. The first one will always be the one they remember you by the most. Please keep in mind that Mrs. Vallieres can assist you in preparing for the interview, **but you should give yourself ample time to prepare for it.** It truly makes a difference!

What you should do once you accept an internship

Please notify Mrs. Vallieres as soon as you accept an offer. There is paperwork that both you and your supervisor need to complete and return to her.

SAMPLE INTERNSHIP RESUME:

Please note that the resume on the following page is to be used as a guide in how to create/update your resume, but the information you will include depends on your relevant educational and career background, and determines greatly the information you include in your resume. Importantly, always structure your resume according to the position you are applying for!

(Sample resume is on the next page)

*Bridgitte D. Smith-Guerrero
116 Cathedral Parkway
New York, NY 10100
(212) 555-1212*

Objective: An internship that will provide me with exposure, experience, and skills in the field of Elementary Education.

Education:

(01/03-present) Hunter College, Manhattan, New York
Bachelor of Arts, expected May 2005
Curriculum: Liberal Arts

(01/01-12/02) Bronx Community College, Bronx, New York
Associates Degree in Human Services
G.P.A.: 3.4
Relevant coursework included: Sociology, Psychology of Infancy & Childhood, Abnormal Psychology, and Social Psychology.

Honors:

(01/03-present) *Hispanic Female Excellence Scholarship Recipient,*
Hunter College, Manhattan, New York

Work Experience:

(01/01-1/02) Leake and Watts, Bronx, New York
Assessment Specialist Assistant

- Scheduled appointments for adolescents' ages fifteen to seventeen years old with counselors.
- Followed-up on scheduled appointments.
- Assisted youths with completing the Enhanced Independent Living Skills Assessment, the Career Interest Inventory (CII), and the Test for Adult Basic Education (TABE).
- Assisted youths with developing effective job readiness skills such as interviewing techniques.
- Performed light typing as needed.

Skills:

Familiar with career/educational assessment tools and working with young teenagers. Knowledge of Access, PowerPoint, Excel, and Microsoft Word. Fluent in Spanish, French and English

Activities:

(1/03)

Conference: "A Career In Teaching: The Dynamics and Challenges a Teacher will face in the Twenty-Second Century" Providence College, Chicago, Illinois

SAMPLE INTERNSHIP COVER LETTER:

Please note that the cover letter on the following page is also to be used as a guide in how to create/update one, but the information you will include depends on what you are applying for. Although, the general format usually stays the same such as your beginning paragraph should state how you came to know of the position, second and/or third paragraph(s) should describe your qualifications more in-depth for the position (remember not to repeat, word for word, what is on the resume already, but here is your chance to elaborate on things you could not do so in the resume or add any additional information), and your last paragraph is usually your concluding paragraph. Do not forget to include your enthusiasm and interest for the internship!

(Sample cover letter on the following page)

Bridgitte D. Smith-Guerrero
116 Cathedral Parkway
New York, NY 10100

January 9, 2003

Dr. Margie Koppleman
The Head Start Educational Program
77th Street & Third Avenue
New York, NY 10127

Dear Dr. Koppleman,

I read the internship posting for a Teacher's Assistant you have advertised in the Career Planning & Placement Office at Hunter College. I am writing to apply for it.

I am genuinely interested in exploring the field of Elementary Education, and possibly making it a career. I have thoroughly enjoyed worked with teenagers in the past. As you will read on my resume, I have worked as an intern, providing one-on-one instruction to teenagers, in administering various different career/educational tools. In this capacity, I not only gave the assessments to them, but I taught them what the assessments were all about and how it can benefit them. I was fascinated by how much they learned, the questions they asked me, and the feedback they offered me regarding the assessments they took. This has made me curious and anxious to explore the field of teaching in some capacity, whether it maybe with teenagers or lower aged children.

While I was at Bronx Community College, I took courses that gave me a foundation into the psychological stages of young children. This course work was instrumental in learning about children's mental development, and its correlation with classroom learning and subject matter. Because of this knowledge, I also became inspired to pursue the field of Education.

Taking into account that the resume never can fully portray what a person is capable of accomplishing; I would like to schedule an appointment with you to further discuss my candidacy for this position. I can be reached at (212) 555-1212.

Thank you for your time and attention in reviewing my materials

Sincerely,

SIGN

Bridgette D. Smith-Guerrero

COOPERATIVE WORK EXPERIENCE COURSE:

Bronx Community College requires students to enroll in cooperative education (an internship) in the following programs: Accounting, Computer Applications and Programming, Marketing, Management and Sales, and Paralegal Studies.

Cooperative Work Experience (CWE) is a course that is taken for credit depending on each student's particular curriculum. All students who plan to perform an internship for credit must first speak to a faculty advisor in their major academic department to register to take CWE or another course deemed appropriate by the department that can be taken for credit. Afterwards, students may schedule an appointment to see Mrs. Vallieres for an internship placement.

Students registered to take CWE must complete 210 hours before the last week of classes, in addition to both course and internship requirements.

HOW TO MAKE THE MOST OUT OF YOUR INTERNSHIP EXPERIENCE:

Follow the following steps to ensure a successful internship!

Choose the Right Internship

Think in advance what you want from your experience. Assess your motives taking into account your strength, weaknesses, affinities, and expectations.

Define Your Job Expectations

You should evaluate whether the company/organization's project(s) will meet your needs. Make sure your expectations are clear. Agree on a detailed job description and performance expectations with your employer. Keep in mind an internship looks great on your resume and it can lead to a job, but you should foremost, be doing it to advance yourself both professionally and personally.

During your internship, you should strive to always be responsible, take initiative, be self-sufficient, observe the company/organization culture, learn about the business, network, and importantly, use your experience to get a job.

Taking all of these things into account and doing them will undoubtedly ensure a very successful internship experience! *(This information was taken from the article titled "Make the Most of Your Internship", by Christina Richardson, May 2002, WetFeet.com)*

FOLLOW-UP: A CRUCIAL PART OF THE INTERNSHIP AND BEYOND

What does follow-up mean? It means keeping Mrs. Vallieres up-to-date on your internship progress as well as your employer. Any questions, concerns, circumstances or situations that come up, you need to notify Mrs. Vallieres. If you know what you will be doing in the internship and have your expectations clear, but are not doing the work you should be doing, please speak to her or your supervisor about it.

For those students who are especially taking the Cooperative Work Experience course, you need to follow-up with Mrs. Vallieres, at least twice, during the course of your internship to inform her about your progress. By doing this, she will be informed about your progress, and that will greatly help you in successfully passing the course. The same logic applies in the workplace: if your supervisor does not have a concrete idea of how well you are doing in your work, how can he/she give you the most successful evaluation possible?

As long as you have a career, you will need to practice following-up with not only your employer, but with your colleagues as well. This will ensure that they know how and what you are doing, and what you are contributing to the team/workplace. Most importantly, there needs to be follow-up in order to accomplish set goals and objectives. Follow-up is a must!

THE INTERNSHIP PROGRAM AT BRONX COMMUNITY COLLEGE: A CONTINUING SUCCESS STORY

The Internship Program continues to surpass impressive defeats. More than half of the students enrolled in internships continue to be offered permanent employment or an "advanced" internship at the end of their internship, including graduating students. For the first time, in 2002, Walt Disney World College Program held an on-campus presentation for students and recruited nine students from the college-the most students of all local, CUNY

community colleges and perhaps of senior colleges as well! The program has set a concrete plateau for students to not only gain experience in their relevant career fields or interest, but has catapulted into a medium where students are able to get placed permanently (although it is not a guarantee), and some have even launched their careers at a site. Do not let this opportunity pass you by! Participate in an internship today!

FOR MORE INFORMATION, PLEASE CONTACT:

Career Development Office

Bronx Community College

University Avenue & West 181st Street

Bronx, New York 10453

Attention: Loew Hall, room 319/328

Telephone: (718) 289-5908

Fax: (718) 289-6455

Website:

<http://www.bcc.cuny.edu/CareerDevelopmentOffice/careerdevelopmenthome.htm>

The Career Development Office is available to see students Monday-Friday, from 9:00-5:00PM, and in the evening. Kindly have a draft of your resume when you come to your first appointment, and your floppy disk.