WHAT DO YOU WANT TO DO?
WHERE DO YOU WANT TO BE?
Internships 101
Classroom to Career
10-Step Prep

1. Meet with Me
2. Know Thyself
3. Create a CCN Account
4. Get Good on Paper
5. Clean Up Social Media
6. Network
7. Create a LinkedIn
8. Practice Interview
9. Explore Opportunities
10. Apply!
Imagine for a moment that you are headed on a road trip. Perhaps it is across the entire United States. It will be exciting, fun, adventurous. Maybe even scary sometimes. However, you only have a limited amount of time, gas and money to get where you are going, so jumping in the car and driving without first having some idea of your destination may leave you stranded, miles from where you truly wanted to be.

That’s not to say that you have to know now that you want to end up in a coffee shop, on Third Street, in Mount Dora, Florida (population 14,000). But here at the beginning of your journey, it would be best to at least know which direction you are headed.

North? South? East? West?

Maybe, your final destination will change along the way.
Set up a meeting with WWU's very own Employer Relations Coordinator: Darel Harwell (me).

The first step in beginning your pursuit of an internship while a student at Walla Walla University is to schedule an appointment with our Employer Relations Coordinator. To do so contact the Student Development Center at 509-527-2664.

During this first meeting (usually about 30 minutes) we will discuss your career aspirations, and how you would like an internship experience to support your endeavors.

Additionally, you will complete the Internship Interest Form, which will allow you to answer key questions and align your needs with possible internship opportunities. Feel free to complete the form ahead of time if desired.
2. KNOW THYSELF

What is your calling?
That Socrates guy was certainly on to something. Beyond knowing your field. Beyond knowing your major. Knowing **yourself** is so very important for creating a successful and satisfying career. Careers are journeys, and knowing what inspires you as an individual, before you are too far down the road will pay big dividends both in terms of dollars and (more importantly) happiness.

**Here's some tips:**

**Think of these five questions as a starting point:**

1. What inspires you or maintains your interest? This could be a skill or interest that has fascinated you since childhood, or a passion you follow regardless of time or monetary gain.
Think about Footprints

Take a walk in someone else's shoes.

Ever heard that saying? Probably. No matter where you are headed, it is almost guaranteed that someone, perhaps MANY someones have already walked that path, and are where you want to be. Despite the attention given to creativity, originality and entrepreneurship, even the most famous of outside the box thinkers in many ways traveled paths already followed by those who came before them. Bill Gates, Mark Zuckerberg, Elon Musk? Yep, those guys too.

So whose steps do you want to follow? How did they get where you want to be?

For this exercise, think of three people in your industry who you admire. (If you don’t know of anyone that is a great indicator that you need to do some research on your field: so start now!)

Who in your field, do you admire?
What is CCN?

CCN (College Central Network) is the service Walla Walla University uses to coordinate all internships between students, employers and faculty. Having a CCN account is **required** of all interns at WWU.

Watch the video below for step by step directions on registering for an internship, creating a profile, completing forms, and looking for opportunities.

Click **here** to go to the CCN registration page.

**Have questions while registering?**

Contact the SDC at 509-527-2664!
Create a solid resume that matches your aspirations.

Receiving a well crafted resume is an expectation of every employer. Remember, your resume will often be slightly different for each position you apply to. Check out the video below for tips on resume writing for college and university students.

Once you have a solid resume, have it reviewed by an expert in the Student Development Center. Call 509-527-2664 to schedule an appointment. Email it ahead of time to stu.dev1@wallawalla.edu

Looking for templates? Click here.
5. CLEAN UP YOUR SOCIAL MEDIA!

Facebook stalk much? Well employers do! And why wouldn’t they? Everyone knows that during an interview, potential interns and employees are on their very best behavior. Unlike twenty years ago, employers now have a quick and easy solution. According to a new CareerBuilder survey, 70 percent of employers use social media to screen candidates before hiring, which is up significantly from 60 percent in 2016. This fact has become so prevalent that there is even a website to help you clean up your Facebook. The video below discusses employers and social media:
"It's all about who you know."

This timeless (albeit, perhaps a bit cynical) saying has endured for ages, for one reason: IT IS. TRUE.

It is not possible to over emphasize the importance of networking for career success. A survey in 2016 revealed that 85% of all jobs are filled through networking.

Chances are the contacts you have made in your field are limited. Let's face it; you are still in school pursuing a career where all of those wonderful contacts exist, right? I hear this mantra weekly, perhaps daily.

The truth is however, that most students have many more untapped career contacts than they are aware of.

Remember those "bubble charts" you completed.
Speaking of Networking, a recent study showed that 85% of employers now use LinkedIn. So, while your social media personas have now been made socially acceptable (step 5), controlling what employers don't see, it is time to ensure that potential internship supervisors and hiring managers have a positive representation of you as a professional that they do see. That is where LinkedIn comes in. The site will give you feedback on how complete your profile is. Shoot for 'Allstar.' Watch the video on the below right to get pumped up about LinkedIn, and the one to the left for some detailed instructions. Click here to go to the LinkedIn sign up page.
8. PRACTICE INTERVIEW

"Practice makes perfect."

If you have ever played a sport or an instrument, engaged in theater or created a work of art, you know there is no substitute for rehearsing, training and repetition. Networking and interviews are no different. The more times you sit down across a table from a new contact and ask to learn about their career, or share a bit about yourself, the easier it becomes.

Here's some strategies:

Have a friend interview you.

As a good starter, ask a friend to use these ten sample questions to help put you in a good frame of mind for meeting with professionals. Want to take it up a level? Dress as you would for the actual meeting. This will help create additional familiarity with the process.
9. EXPLORE OPPORTUNITIES

"Practice makes perfect."

As mentioned earlier, the greatest likelihood of achieving an internship comes through networking; who we know, who they know and on the ground meeting and greeting.

That said, one should not totally discount the incredible opportunities presented online. The web opens a whole world (hence the 'world wide' portion of www) of opportunities at the regional, national and even international scale.

Exploring internship opportunities should include a balance of both online and in-person networking and research.

Strategies:

Ask for informational interviews or 'coffee chats'.
10. APPLY!

There is only one internship you are guaranteed not to get...

the one you don't apply to.

Two Avenues:

There are two primary avenues through which you will be applying to internship opportunities:

1. Via College Central Network (CCN)

If you have found an internship on CCN that matches your experiential learning goals, you can apply right there on CCN. Watch the video to the right for a demonstration on how to apply to opportunities posted by employers on the WWU CCN site.

2. Directly to Employers

If you find an opportunity via the Internship Opportunities by Major page, one of the many internship resource links provided on the website.