

Dear Prospective Intern:

Thank you for your interest in internships. You have taken the first step in a plan that will greatly enhance your education and your marketability. Students who do internships enhance their experience and make connections that would otherwise be difficult to make.

If you are thinking about doing an internship, think about what you will gain from it. You will have real-world application of the skills you have learned in class and learn new skills from your host organization's professional staff. You have a chance to explore your area-of-interest to be more certain it is what you really want to do. The experience you gain will enhance your resume and give you valuable work experience that prospective employers are looking for. You will also have a chance to work with other professionals in a professional setting and participate firsthand in the daily operations of an organization. Finally, your internship could serve as a springboard for a paying job after graduation.

Internships are not for anyone that wants an easy class; they are demanding and difficult. If you want an experience that will teach you things you will not get in the classroom, an internship is right for you. Do you have strong communication skills? Are you self-motivated, organized, efficient, and respectful of others? If so, an internship is a good idea for you, and you will be an asset to the host organization.

Read the attached material carefully. Complete and print the application and submit it to me immediately. It does not obligate you to serve an internship, but rather allows me to make sure **you are eligible**. If there are any problems with eligibility or placement, they can be resolved sooner rather than later.

Next, you will need to update your résumé and portfolio. Public Relations students are expected to have a portfolio of written work. Organizational/Intercultural Communication and General Speech students would also find this helpful. All students should feel free to call upon their advisors and major professors for assistance in résumés and portfolios. Also, Cooperative Education is a great resource for help with résumés, portfolios, and interviewing.

Finally, you are ready to interview with host organizations to secure an internship site. When you have one, you must have the enclosed contract completed and signed by the host before submitting it to me.

I am always available to you to help in the internship-seeking process, please do not hesitate to ask.

Sincerely,
dr. jurczak

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