

Interns and Internships

Intern: a person who works as an apprentice or trainee in an occupation or profession to gain **practical** experience and sometimes also to satisfy educational, legal or other requirements for being licensed or accepted professionally.

Internship: any official or formal program to provide practical experience for beginners in an occupation or profession. Internships can **be paid** or **non-paid**, **for credit** or **not for credit**.

Step 1: WHY do you want to do an internship?

- To complete a graduation requirement for MCTC?
- To supplement what you are learning in your classes?
- To learn new job skills?
- To get your foot in the door of a particular company?

Step 2: WHAT kind of an internship do you want? Work with **faculty** to determine which companies have the best internships to meet your educational needs.

Step 3: Find an organization **WHERE** you can do an internship. There are 4 good ways to do this.

1. The fastest way to find an open internship is by using the **MCTC Job Bank**. Just log in to your account, open the “**jobs and internships**” tab. Then choose “**Internship**” in the Position type drop down box.

The screenshot shows the MCTC Job Bank website interface. At the top, there is a navigation bar with tabs: home, profile, Resume, Resources, jobs and internships (selected), employers, Surveys, events and workshops, and calendar. Below the navigation bar, there is a search bar and a search button. The main content area is titled "job postings" and includes a sub-navigation bar with tabs: jobs and internships (selected), Favorites, Advanced Search, Search Agents, Applications, and Job Leads. The search filters section includes a "Show Me:" dropdown set to "All Job Listings", a "Keywords:" input field, and a "Position Type:" dropdown set to "Internship". A "More Options" dropdown is also visible. The search results show "46 results" and "Items 1-20 of 46". The first result is a job listing for "Video Intern for Rural Project" by "Clean Water Action". The listing includes an "Apply" button, an application deadline of "Jun 17, 2012", a posting date of "May 09, 2012", an employer name of "Clean Water Action", a location of "Minneapolis, Minnesota", and a position type of "Internship" with an ID of "3219".

2. **Contact Career Services** in T2500 to schedule an appointment with one of the career counselors. Career Services works with many employers and can give you practical assistance in your search.
3. **Google search** on “Internship”. This will list many sites that can help you find a internship site close to home.

Find Jobs [Find Resumes](#)



Internship jobs in
Minneapolis, MN



Internship - Category Management
Minneapolis, MN (USA)
[Apply Online](#)



4. **Check out an organization directly on the internet.** Many companies recruit for interns right on their website! Decide where you want to work and search for “Internship” on their website.



Step 4. HOW can you get started?

- Complete the internship application form on the organization’s website.
- Or, call the organization and ask to speak with the Internship Coordinator or with Human Resources.
- You can also stop in to your target organization and fill out an internship application on site.

Step 5. WHO you are and how you present yourself matters!

- Internships usually require an interview as a part of the application process.
- Dress professionally, similar to how the organization’s employees dress.
- Look and act like you belong there, even when just picking up the internship application form.
- ***This is a work site and you are making your first impression.***
- Many companies hire their interns to fill full-time jobs in their company.

Step 6. WHEN do you do an internship?

- **Timing is critical!**
 - Internships can be done during the academic year or during the summer.
 - Internships can be done in Minneapolis, in your hometown, across the country or around the world!
 - Internships can be full-time or part-time.
- You often need **six months of lead time** to secure the internship that is right for you. Begin looking for a suitable site during your first year of classes to start your internship before or during your second year.
- **Be sure you are READY** for an internship---do not do one before you have had program-specific training in your field to be able to learn what you need to learn and contribute to the work of the organization.

CREDIT versus NON-CREDIT

Some programs require internships and give credit for them, others do not.

- Work with your advisor to see if you are required to complete an internship. You pay for the credits for a required internship.
- If no internship is required, you can still do one, but you will do so on your own time for no college credit.



PAID versus NON-PAID: 50% of internships are UNPAID!

- Because **you are not an employee** of a company while you are on an internship, most employers **DO NOT** pay you a wage or give you benefits. Some employers will provide a small **stipend** for their interns.
- **You** are paying for the college credits *to learn on a worksite doing the job you are training to get*. The value of these internships is in your extra level of skill development and the development of professional connections in your field.

Career Services, T.2500

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