

# INTERNSHIP, CO-OP & SUMMER JOBS

**A Career Services Resource Guide to  
Search Strategies and Informational Resources**



**NORTHERN MICHIGAN  
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Dear NMU Student:

Did you know that numerous national surveys of employers found that the majority of them utilized their internship and co-op programs for the recruitment of permanent full-time employees? Now more than ever, gaining valuable work experience through internship, cooperative education programs or career-related summer jobs will give you the upper hand in today's complex and highly competitive job market for new college graduates.

This guide to search strategies and resources has been developed to assist you in your search for ways to obtain practical career related work experience. Additionally, the NMU Career Services Office has staff and other resources ready to assist you in your search. For example: Career Services posts current internship, cooperative education and summer/seasonal hire positions to our web site ([www.nmu.edu/careerservices](http://www.nmu.edu/careerservices)).

Good luck with your search for meaningful practical experience, and please feel free to contact any of us at Career Services for assistance.

Sincerely,  
Katie Korpi  
Assistant Director, NMU Career Services

## **MOST COMMON WAYS OF OBTAINING PRACTICAL EXPERIENCE**

### **Internship**

The typical internship is a one-time work or service experience, usually involving students who have attained considerable academic preparation related to a professional field or college/university major. The objectives and practices of an internship "experience" can vary from employer to employer. Some internships simply involve observing what a career field is "really like," while others are designed to be a "capping" experience permitting students to apply the principles and theory taught on campus to real world experiences.

Some internships are paid; others are not. Some organizations provide their interns with a "stipend," (a set sum of money) each week or month, instead of a salary. Sometimes room and board or travel expenses are included along with the stipend. Many students can receive some form of academic credit for their participation in an internship. If you are interested in obtaining academic credit for an internship experience, check with your academic advisor or an academic department head prior to your participation, to find out if you qualify. Internships usually involve advanced undergraduate students, graduate students, and more and more frequently, recent college/university graduates.

### **Cooperative Education**

Cooperative education is usually an institution-based program that provides students multiple work assignments related to the academic and career interests of the participants. Virtually all co-op assignments are paid, and the experience involve productive work for the employer rather than observation or school-designed activities. It's called cooperative education because both the school and the employer cooperate in providing this opportunity for student learning.

### **Summer Hire**

Many public and private organizations plan for the employment of college students over the summer months, in what is usually referred to as a "summer hire" program. Formalized summer hire programs are typically well organized and provide students with excellent opportunities to obtain work experience. Almost all of these summer hire positions are paid. Many employers often encourage students to return each summer while they continue their college careers.

### **Graduate Assistantship**

Many colleges and universities offer graduate students the opportunity to work on campus as they pursue an advanced degree. Graduate assistants often teach entry-level college courses, pursue research, or perform administrative functions. Graduate assistantships usually provide a stipend.

### **Fellowship**

Undergraduate and graduate fellowships are unique opportunities that often combine academic study with valuable field or research experience. Fellowships are available with many educational institutions, governmental agencies, public and private non-profit organizations, and corporations. Most fellowships provide some kind of salary or a stipend. Fellowships are available in the education field, the sciences, arts and humanities, and many other fields.

### **Other Methods of Gaining Practical Career Related Experience**

Other valuable ways of obtaining career-related experience can include such things as on-campus or off-campus part-time employment, job shadowing, or volunteer work.

Find out how you can utilize these and other methods by visiting the NMU Career Services Office today!

## RECOMMENDED INTERNSHIP SEARCH STRATEGIES

- **Check out the internship postings on Cat Career Tracks/Handshake**  
Current internships are posted to Cat Career Tracks/Handshake. Log in via MyNMU – Student Services tab and search by major, job title, location, etc.
- **Sign up for search alerts**  
Cat Career Tracks/Handshake enables you to receive alerts based on your desired search criteria. To sign up, access Cat Career Tracks/Handshake via MyNMU – Student Services tab, set your filters, and click “Create Search Alert” on the right. Afterward, you can edit your preferences to be notified via email or in-app, and whether you want them daily or weekly.
- **Sign up/stop in for an on-campus interview**  
Employers regularly visit Northern Michigan University each year to interview for a variety of positions including internship, co-op and summer jobs. View the “Events” schedule on the Career Services web site ([www.nmu.edu/careerservices](http://www.nmu.edu/careerservices)) and if you meet the major and class requirement established by the interviewer, sign up for an interview. In some instances, employers also offer walk-in interviews.
- **Attend a job fair**  
Plan to attend one of the numerous job fairs scheduled throughout the year. Employers who participate in these events recruit for internship, cooperative education and summer hire positions. All upcoming job fairs are listed on the Career Services web site ([www.nmu.edu/careerservices](http://www.nmu.edu/careerservices)) click on “Events” and you’ll see an updated list of the year’s job fairs.
- **Seek individualized assistance**  
If you would like to discuss your own search for an internship, fellowship, co-op or summer job, set up an appointment to meet with a representative of Career Services. We’ll be happy to meet with you and advise you on an individual basis. Call 227-2800 or stop by our office at 3302.3 C.B. Hedgcock and set up an appointment.

## INTERNSHIP LINKS OF INTEREST

### **Inroads**

[www.inroads.org](http://www.inroads.org)

Inroads is a non-profit organization whose mission is to develop and place talented minority youths in business and industry and prepare them for corporate and community leadership.

### **Internjobs.com**

[www.internjobs.com](http://www.internjobs.com)

Internjobs.com is a full-service job bulletin board service that provides information about current internship opportunities.

### **Internships.com**

[www.internships.com](http://www.internships.com)

Internships.com provides a searchable database of current internship opportunities around the country.

### **InternshipPrograms.com**

[www.internshipprograms.com](http://www.internshipprograms.com)

Provides you with information about internships and includes a searchable database of current openings. Affiliated with the job bulletin board service Wetfeet.com.

### **Public Relations Student Society of America (PRSSA)**

[www.prssa.org](http://www.prssa.org)

The Public Relations Student Society of America (PRSSA) has a searchable database of internship positions and permits you to post a resume.

**\*\*NOTE:** You must be a member of PRSSA to access current internships. Non-members may still access a wide variety of career information, but cannot obtain information about current internships nor post a resume to the site.

### **The Student Conservation Association**

[www.theSCA.org](http://www.theSCA.org)

Through partnership arrangements with state and Federal agencies (such as the Bureau of Land Management, the National Park Service, U.S. Forest Service, U.S. Fish and Wildlife Service, etc.), as well as other natural resource management organizations, the Student Conservation Association (SCA) provides current students and recent graduates with professional-level experience in a wide variety of career fields. Each year SCA works to place more than 1500 resource assistants with organizations throughout the U.S. and Canada. Enjoy an expense-paid internship (some with additional stipends and benefits) with SCA. Interns work in a wide variety of fields: Archaeology, Endangered Species Protection, Interpretation, Marine Biology, and Wilderness Patrol. Placement is available in many other positions also.

### **TrueCareers.com**

[www.truecareers.com](http://www.truecareers.com)

TrueCareers.com is a leading online jobs database for students seeking internship and other opportunities. Employers search for qualified candidates from those who post resumes.

### **The Washington Center for Internships and Academic Seminars**

[www.twc.edu](http://www.twc.edu)

Washington D.C.-based educational institution that promotes experiential education opportunities in and around the Washington area. Paid and unpaid opportunities plus a limited number of competitive scholarships

are available to NMU students wishing to take part in the NMU/Washington Center Internship Program. For more information, contact the NMU Career Services Office.

**Washington Internship Institute**

[www.wiadc.org](http://www.wiadc.org)

The Institute for Experiential Learning is a non-profit organization that promotes internship opportunities. The IEL provides a searchable database for current internship opportunities.

**Washington Internship Program**

[www.washingtoninternship.com](http://www.washingtoninternship.com)

Internships for undergraduate, graduate students, or recent graduates, interested in working in our nation's capital. Yearlong internships are also available.

**SELECTED INTERNET RESOURCES FOR SUMMER JOB OPPORTUNITIES**

American Camping Association (ACA)

<http://www.aca-camps.org/jobs/>

Camp Staff

<http://www.campstaff.com>

Coolworks

<http://www.coolworks.com>

Summer Jobs on the Internet

<http://summerjobs.com>