Internships for Experience (Non-Credit)

Procedures

Before you begin your internship
1. Make an appointment with the Experiential Learning and Career Development Center to begin the process of finding a suitable location for your internship. During your appointment you will discuss when you want to do your internship, what you want out of your internship, what general geographic area you need or want, as well as strategies regarding your job search, your resume, etc. BEGIN EARLY BECAUSE THIS TAKES TIME!

2. Places to look for internships are:
   a. Purple Briefcase - go to http://www.albright.edu/elcdc/cd/pb.html click on “log in” and if you have never logged in before or have forgotten your password, click “forgot password” and enter your Albright email address. From there you can search for internships, sign up for career-related events and explore career videos, documents and the blog.
   b. Career Shift – located on our website for our students and alumni. Go to: http://www.albright.edu/elcdc/cd/index.html and register. This platform is an entire job search kit: you can search for internships, save searches, save up to 10 different styles of your resume, and track your progress seeking the ideal internship. Career Shift also contains company information which is helpful.
   c. Other online sites include: LinkedIn, Internships.com, Glassdoor, and Looksharp.
   d. Your faculty adviser may have suggestions of where others have completed their internships.

3. Complete the student portion of the Internship Learning Agreement For Experience (www.albright.edu/elcdc, under Experiential Learning, Internships, and then Quick Links, or pick one up at the Experiential Learning and Career Development Center or the Registrar). Turn it in to the Experiential Learning and Career Development Center.

During your internship
1. Maintain a professional, friendly attitude while at your workplace.
2. Perform to the best of your abilities while completing tasks assigned by your supervisor. The more you put into your internship, the more you will get out of it.
3. Keep a journal of your internship activities and reflect on your feelings about the work as well as the relationship between the work and what you have learned during your coursework. You will be able to use this information in the future updating your resume, discussing with potential employers your previous experience, as well as in classes.
4. Ask for feedback from your supervisor regarding the quality of your work. Ask questions if you need to in order to complete the projects you have been assigned.
5. If there is a miscommunication about your work on the site, talk about it with your supervisor. If you have concerns about how the internship is progressing, contact the ELCDC and we will help you. It is better to resolve issues during the internship rather than quit!

After Your Internship
1. Complete the Student Evaluation of Internship (www.albright.edu/elcdc, under Experiential Learning, Internships, and then Quick Links, or pick one up at the Experiential Learning and Career Development Center) and return to the Center.
2. Keep in touch with your employer for future employment, networking opportunities or to serve as a reference.
3. Consider sharing your experiences with other students on campus through a presentation or allowing the Experiential Learning and Career Development Center to post your story online.