



SAN DIEGO STATE  
UNIVERSITY

Career Services  
*SDSU Student Affairs*

# Internships

## MESA Engineering Program

Presented by:

**SDSU Career Services**  
Student Services 1200

(619) 594-6851

<http://career.sdsu.edu>



# An Overview

- An internship is a supervised, work-related learning experience for individuals who wish to develop hands on experience in a certain profession.
  - Internships are temporary experiences that last approximately three months up to a year.
  - Internships are paid (hourly/stipend) or unpaid.
  - At SDSU, internships can be taken as a for-credit experience.
  - At SDSU, students typically complete internships as juniors and seniors.
  - Employers may require basic qualifications such as GPA and academic experience.



# The Value-add of Internships

- Apply and develop knowledge within a work or related setting.
- Investigate career-related items such as an organization, industry or employer.
- Acquire marketable experiences and skills.
- Practice and develop core skills such as communication, teamwork and time management.
- Begin building a professional network within San Diego.



# Internship Selection Guide

- Generally, complete an internship when you:
  - Are successful at SDSU
    - *Have a solid GPA*
    - *Have a connection to campus via a friendship or community affiliation*
  - Meet departmental requirements: see your major advisor
  - Have researched your options
    - *Meet with a Career Counselor in Career Services*



# Internships Availability

- Most are completed during the summer; however, many local employers offer internships during the Fall and Spring semesters.
- Timeframe: Most employers begin recruiting for internships 6-8 months prior to the start date.



# Finding Internships

- Register with Aztec Career Connection
- Career Resource Room - Bulletin Board and Publications
- Contact faculty and mentors for leads and referrals
- Networking: Clubs/Associations, Cold Calling, Family and Friends.
- Internship & Career Fairs
- Look at companies' websites
- Federal Internship Programs:
  - Making the Difference [[www.makingthedifference.org](http://www.makingthedifference.org)]
  - Student Career Experience Program (SCEP)



# Internship Resources

- **MESA Engineering Program-Out of Classroom Experiences**  
*STEP Partnership of San Diego (SPSD) funded by a NSF grant*
- **SERVICE** (*Success in Engineering for Recent Veterans through Internship and Career Experience*)  
*Dr. Patricia Reily, Program Coordinator (619)594-5849*
- **Engineering Internship Program** – (619) 594-6079  
<http://www.engineering.sdsu.edu/engineering/internships.aspx>
- **San Diego MESA Alliance website**  
<http://alliance.sdccmesa.com/archives/category/employment/internship-employment>



## Prepare for the First Day

- Know the dress code.
- Drive the route before hand and know where to park.
- Arrive early.
- Find out who to report to.
- Bring any documentation you will need.





# Getting the Most Out of It

## Dos:

- Agree in writing what your responsibilities will be.
- Be professional, dependable, and a team player.
- Treat your internship as seriously as a job.
- Learn as much as possible. Ask questions and take notes.
- Schedule regular meetings with mentor/manager.
- Complete assignments and achieve quality results.
- Be flexible, patient and volunteer for assignments.
- Obtain feedback and appreciate constructive criticism.



# Avoiding Mistakes

## Don'ts:

- Don't be negative or disrespectful.
- Don't share what you know about an organization, its clients or any of its business without prior permission.
- Don't be afraid to clarify doubts about assignments.
- Don't have unreasonable expectations.
- Don't abuse time or lunch breaks.
- Don't use internet for unauthorized activities.
- Don't answer your cell phone during work/meetings.



# Skills Acquired in an Internship

*Did you acquire or improve these skills during your internship?*

- Communication Skills
- Strong Work Ethic
- Team Work and Interpersonal Skills
- Honesty/Integrity
- Motivation/Initiative
- Analytical Skills
- Technical (field-specific) Skills



# After Completing an Internship

- Collect References
- Send a Thank You Note
- Keep in Touch
- Update your Resume
- Collect Work Samples/Develop Portfolio
- Consider Keeping a Journal



# Email Etiquette

- Make sure that the subject heading is clear.
- Be professional, courteous and use proper salutation (Ms., Mr., or Dr. ).
- Write concisely and get to the point.
- Use proper grammar and spelling.
- Format your email correctly.
- Review and think carefully before you reply, forward or attach any files.



# Email Don'ts

- Don't greet the recipient informally (Hey)
- Don't use emoticons 😞 or abbreviations.
- Don't WRITE IN CAPITALS or MiX upper/lower CasE.
- Don't use internet slang or acronyms (LOL, 4U).
- Don't share, forward or copy emails without permission.
- Don't send unprofessional emails or chain letters.
- Don't delete the email thread with relevant information.



# Phone Etiquette

- Prepare before you make a phone call.
- Speak clearly and professionally.
- Listen carefully to the other person.
- Avoid monopolizing or lengthening a conversation.
- Leave concise voice messages.
- Identify yourself and provide contact information.
- Your voicemail greeting must be professional.
- Take clear notes when checking your voicemail.



# More Information

- Internship Coordinator for your major.
  - <http://career.sdsu.edu/current/internships.htm>
  - No internship coordinator? See an advisor in your major.
- Career Counselor  
Call (619) 594-6851 for appointments
- Aztec Career Connection:  
<http://career.sdsu.edu>
- Available Handouts:
  - Writing resumes and cover letters
  - “Overview of Internships”





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# Questions?

