

Internships

An internship is an experimental learning opportunity providing hands-on experience in a field of professional work that is of interest to you. Benefits include:

- Gain valuable work experience that increases your employment marketability
- Develop new skills while refining others
- Reinforcement of classroom learning to workplace settings
- Explore potential career options
- Meet and work with professionals
- Build your professional network
- Add experience to your resume
- Potential to lead to full-time job offers

Things to Ask Yourself before Searching for Internships:

- a) Does my program *require* me to have an internship before I graduate?
- b) Do I plan on interning full-time or part-time? If full-time, am I okay with taking all my classes online or graduating a semester later?
- c) Would I want to intern for academic credit or payment? Does the payment cover travel, housing, or other expenditures I may incur?
- d) If I find an unpaid internship, will I be willing to fund my own travel or housing expenses?
- e) Would I want to intern in the Fall, Spring, or Summer semester?
- f) Do I want to intern locally, in my hometown, in another state, or internationally?
- g) Do I want to intern in a field relevant to my major/minor or gain experience in something else I may be interested in?
- h) What kind of skillset am I looking to gain from this experience?

During the internship, you should:

- Bring new ideas to the table. You were hired for a reason and the company could benefit from a new perspective.
- Show them that you care by dressing for the job that you want, acting professionally, and being punctual.
- Branch out from other interns and network with co-workers.
- Try to schedule regular meetings with your internship supervisor to review your goals, expectations, and performance.
- Do as much as you can since you are only there for a limited amount of time.
- Try to find a mentor within the company who you can use for support.
- Use connections you made throughout the internship to add people on LinkedIn. Ask for a reference or letter of recommendation for future job or grad school applications.

Summer Internship Timeline:

Most applications are due the semester prior to the one you are trying to intern for

September	What are you looking for in an internship? Begin working on your resume and cover letter. Create LinkedIn and Handshake profiles.
October	Get your resume and cover letter critiqued by the Career Center (Mon-Fri, 8 AM-5 PM in 303 Martindale).
November	Meet with the Internship Coordinator to begin the internship search process. (More competitive summer internships may have as early of a deadline as Nov or Dec).
December	Spend Winter Break researching internship opportunities. Keep track of everything you are interested in or have applied for. Handshake is an online database with access strictly for Ole Miss students and is a great place to start. See below for more details.
January	Update your Handshake and LinkedIn profiles. Continue applying to internships.
February	Finish applying to your final internships. Schedule a mock interview at the Career Center to practice your interviewing skills. Begin looking for housing. Will you need to sublease your apartment for the semester?
March	Set up an interview depending on the company's application process. Make sure you send a thank-you note after. You may receive offers from internships at this point. If you get an offer, ask the employer how much time you have to respond in case you are also waiting to hear back from other internships. It is okay to ask them if you can hold off on accepting your offer.
April	Offers can still be made. If you can't decide between offers, try to read intern reviews online, especially through Vault, or make a pro/con list.
May	Finalize any extra paperwork (HR, housing lease, forms to have credits transfer back to Ole Miss).

Internship Coordinator Contact Info:

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Internship Resources:

1. Handshake (olemiss.joinhandshake.com)
 - Vault (Career Center→Resources)
 - Going Global (Career Center→Resources)
2. LinkedIn (Search bar→University of Mississippi→See Alumni)
3. www.internships.com
4. www.internqueen.com
5. www.indeed.com
6. www.idealists.org
7. www.collegegrad.com
8. www.glassdoor.com
9. www.simplyhired.com
10. www.outreach.olemiss.edu/internships (Atlanta, New York, Washington, D.C.)
11. Federal Government: usajobs.gov, cia.gov, fbi.gov, nsa.gov
12. Disney: www.DisneyCollegeProgram.com; www.DisneyInterns.com

Other Options:

1. Google
2. Website of Company
3. Faculty/Staff/Supervisors (current and previous)
4. Cold Calling
5. Ole Miss Alumni Association
6. Attend Ole Miss Career Fairs (Handshake→ Events)

To access Handshake:

- a) Go to “olemiss.joinhandshake.com” →Student Login.
- b) Enter your Ole Miss email and check your email to confirm your account.
- c) Set your password to activate your account. Continue through initial prompts to home screen. Update your profile, upload relevant documents, add to your bio.
- d) Click “Jobs” on the top then select “Internship” under “Job Type” on the right. Select additional filters to narrow down search. Peruse through available internships.