

## INTERSHIPS: FREQUENTLY ASKED QUESTIONS

### WHAT IS THE INTERNSHIP PROGRAM?

The Internship Program at Golden Gate University integrates your academic and career interests with work experience. The objectives of the program are to provide you with opportunities to apply academic theory to the work world in order to gain relevant field experience, earn academic credit toward degree requirements, and further your career and professional growth. Internships may be either paid or unpaid. Internships are structured learning experiences that give you the opportunity to work while attending the university. Along with the real world work experience, the internship program also includes academic coursework as well as professional development seminars designed to enhance your work experience.

### WHY SHOULD I DO AN INTERNSHIP?

There are many reasons to take part in an internship – a few of the most popular reasons are listed below:

- Integrate and enhance academic studies with on-the-job professional level experience
- Gain valuable hands-on work experience
- Develop marketable job skills
- Examine and clarify career goals and options
- Test personal aptitudes, abilities and interests related to your career choice
- Achieve personal growth by improving your interpersonal skills, confidence, and decision-making abilities
- Develop reference and professional contacts (networking) which may lead to future job offers
- Gain job search skills through the internship search process
- Obtain academic credit that counts toward your graduation requirements

### WHEN SHOULD I DO AN INTERNSHIP?

You can do an internship during any trimester: Fall, Spring or Summer. Most students find it more beneficial to intern in one of their last two trimesters after completing most of the course work in their major and having gained the knowledge and skills to apply in the workplace.

### WHEN SHOULD I START LOOKING FOR AN INTERNSHIP?

Start your preparation early: It is important to complete an online Internship Orientation 5-6 months before you plan to start your internship. You should allow at least a trimester to prepare! For more information on when to begin your internship search, check out “I Think I Want to Do an Internship . . . Now What?”

### HOW DO I FIND AN INTERNSHIP?

**Use your network!** – Talk to your friends, professors, colleagues and fellow students. Network online using the GGU [LinkedIn](#) group. Networking is one of the most successful ways to find an internship or a job.

**Join Business and Professional Associations** – Join and become active in a school professional club or become a student member of a professional association where you can network. Search the online [CAPS Resource Library](#) for the appropriate group.

**Use GGU Careers** - Login to your account at [www.ggucareers.com](http://www.ggucareers.com) to access job and internship listings posted exclusively for GGU students.

**Explore Job and Internship Search Web Sites** - Login to the CAPS Resource Library to access internships posted on national and local job boards. Also check our listings of industry specific sites focusing on areas such as finance, consulting or Hi-tech.

**Apply Through Employer Websites or By Prospecting Letters/Calls** - Develop a list of employers where you would like to work by conducting an internet search, looking in the Yellow Pages telephone directory or consulting the “organization” database in CareerBeam. Use this list to send emails and letters explaining what type of internship you would like and the skills and abilities you would offer an employer.

**Attend Career/Job Fairs/Employer Events** - Locate career fairs scheduled for your area through [www.ggucareers.com](http://www.ggucareers.com) (Online Resources/National / Local Job and Internship Boards/Career Fairs). Also, look for opportunities to make contacts through employer events, conferences, seminars, and workshops.

**For more information about internship and job searching, consult our handout, “Strategic Job Search,” located in the “Document Library” of GGUCareers.**

## **HOW LONG ARE INTERNSHIPS?**

Internships are generally 16 weeks long. Some students choose to work more hours each week and intern for fewer weeks. The length of your internship depends on the number of academic units you would like to earn.

- **3 units** = 11-12 hours per week for 16 weeks (**180 minimum total hours**; weekly hours are **flexible**).
- **2 units** = 7-8 hours per week for 16 weeks (**120 minimum total hours**; weekly hours are **flexible**).
- **1 unit** = 3-4 hours per week for 16 weeks (**60 minimum total hours**; weekly hours are **flexible**)

## **WHAT IS CPT?**

Curricular Practical Training (CPT) is one form of off-campus employment available to international students in F-1 status. CPT is available to GGU students who plan to participate in a paid internship. Paid internships are those in which a student receives any form of compensation for work provided. An internship could be considered paid if the employer covers transportation, provides benefits such as health insurance, pays a salary or stipend, or offers some type of compensation.

## **CAN I CONVERT MY PRESENT JOB INTO AN INTERNSHIP?**

Some programs allow you to assume a value-added project related to your major at your present job. However, the internship must enhance your understanding of your academic major. You must meet internship eligibility requirements and adhere to the academic credit and grading criteria. Check with your department chair for further information.

## **HOW DO I GET STARTED?**

Attend an online internship orientation held 24/7 through CyberCampus. To complete the online “Internship Orientation”, go to <http://www.ggucybercampus.org> and log in with the user name **ggucareers** and the password **online**. After login, select CSOS Career Services Online Seminars and then choose “Internship Orientation”.

## **WHAT IF I STILL HAVE QUESTIONS?**

We are here to help! The online Internship Orientation may answer many of your additional questions, please take some time to review the orientation. There are also a few useful guides on our website, “Step By Step Guide to Getting an Internship” and “I’ve Just Been Offered an Internship . . . What Do I Do Next?” If you still have questions, reach out to Kayla Krupnick, Assistant Director, Office of Career Planning. She can be reached at (415) 442-7228 or [kkrupnick@ggu.edu](mailto:kkrupnick@ggu.edu).