

All About Internships

Internships offer you on-the-job experience—the number one factor employers consider when hiring employees. Internships can be full- or part-time, short- or long-term, paid or unpaid, for or not for credit, or any combination of these. Above all, an internship needs to be a supervised work experience that enhances a student’s academic and/or career skills.

INTERNSHIP FAQs

What important steps should I take before seeking an internship?

Self-assess. What skills and strengths do you have to offer an organization? What career field is of most interest to you? Are you open to a part-time, fall or spring semester internship? Where, geographically, do you want to intern, and do you have connections in that location?

When should I begin searching for an internship?

Now! It is best to start searching **at least** one semester in advance to allow time to research internships, prepare application materials, and practice interviewing skills. This timeline can be changed depending on the field you are pursuing, so do your research!

Do I get paid for my internship?

Some internships are unpaid; however, some pay regular hourly wages or offer a small stipend. Be aware of the U.S. Department of Labor’s Fair Labor Standards Act which helps determine whether interns must be paid the minimum wage for the services that they provide to “for-profit” private sector employees.

Do you have to be a junior or senior to have an internship?

While many internships are advertised for juniors and seniors, opportunities exist for students of all academic levels.

How do I receive academic credit for an internship?

You need to arrange credit with your department or contact University Career Center staff for assistance.

HELPFUL INTERNSHIP WEBSITES

Careers4Terps: [Careers.umd.edu/careers4terps](https://careers.umd.edu/careers4terps)

Federal Government internships: usajobs.gov

Non-profit internships: idealist.org

All industries: indeed.com, internships.com and industry-specific websites

BRIGHT FUTURES: INTERNSHIP SCHOLARSHIP

Our Center accepts scholarship applications for unpaid internships with nonprofit or governmental agencies. For more information on this undergraduate opportunity, visit: go.umd.edu/brightfutures

INTERNSHIP SEARCH TIMETABLE & CHECKLIST

The internship search can feel overwhelming. This checklist breaks down your search into smaller, more manageable steps. Start checking off as many of these activities as you can and you will be on your way to landing an internship!

Know Yourself & Where You Want to Intern

- Identify your strengths, skills and interests.
- Develop a list of fields of interest; research industry trends and associated job boards.
- Identify the geographic region(s) where you would like to intern.
- Develop a list of potential employers with internships that interest you.

Prepare for the Search

- Log on to Careers4Terps through [Careers.umd.edu](https://careers.umd.edu)—you now have access to 500-1,000 internship postings!
- Attend a How to Find an Internship program or make an appointment to learn about the different resources available for finding an internship.
- Prepare customized resumes and cover letters for each internship opportunity. Use the samples in this guide to get started.
- Use LinkedIn.com to conduct informational interviews with UMD alumni to gain insight on searching for internships in your field of interest.
- Talk to everyone you know about your internship search—keep faculty, family, friends, previous teachers and coaches, and alumni updated on your search.
- Check your wardrobe for proper interview attire and purchase items as necessary.

Start the Search

- Regularly check Careers4Terps on [Careers.umd.edu](https://careers.umd.edu) for open internships.
- Attend career and internship fairs on campus to network with employers seeking interns.
- Maintain a system for keeping track of applications, contacts, interviews, and other activities.
- Practice your interview skills through mock interviews and /or InterviewStream on Careers4Terps.
- Send thank you letters and emails after every interview.
- Keep in touch with advisors in the University Career Center regarding your internship search and progress.



Check out our
Internship Board
@UMDCareerCenter!