



SCHOOL OF CONTINUING EDUCATION

PROVIDENCE COLLEGE

Internships

What's an Internship?

An internship is a structured, supervised work experience that enables students to earn academic credit while gaining practical, professional exposure to a particular career field. Students are responsible for researching and selecting potential internship positions and initiating contact with employers. You must register and pay for an internship as you would any other course. Internship credit cannot be awarded retroactively.

Who can do an Internship?

All SCE students in a degree program can register for and complete an internship. If you are in a Bachelor's program, you may complete two three credit internships. Associate degree students may complete one three credit internship. Internships will count towards your free electives and can support any major.

Why do an Internship?

Internships are very important for anyone entering a new field!

- 92.5 % of employers factor in prior experience in hiring decisions
- 77% of employers prefer relevant experience
- 55% of employers look for relevant internship experience

(from the National Association of Colleges and Employers, 2010 Job Outlook Survey)

How to find an Internship

- Meet with your advisor to see if an internship makes sense for you
- Review postings on [eFriars](#)
- Network with family, friends, parents' friends, classmates, professors, alumni, employers, etc.
- Participate in career workshops and fairs on campus
- Use Internship Search Engines listed below
- Search specific organizations' web pages and check their Careers Page and/or Human Resources or general contact information and apply accordingly
- Use Google to identify Chamber of Commerce sites for the town/city in which you wish to work and use their "member directory"

Requirements for Earning Credit for your Internship

- To earn three credits, you should expect to devote 8 – 12 hours a week to your internship during a semester or term and additional academic work
- You must be in good academic standing
- Up to two internships can be taken for credit
- You must have a faculty supervisor who oversees the academic components and a supervisor at the internship site who oversees your work
- Both supervisors will evaluate your internship performance

Internship Checklist

- Identify your area of career interest
- Create/update your resume
- Search for internships
- Write cover letter
- Apply to multiple internships
- Brush up on interview skills
- Keep a log of companies and organizations to which you've applied and when
- Follow up with the internship site(s)
- Find a faculty supervisor

Once you obtain an Internship

- Complete the [Learning Agreement](#) with the faculty supervisor and the site supervisor
- Submit Learning Agreement to SCE for final approval and registration. Students must register and pay for an internship like any other course

Career Links for your Internship Search

[eFriars](#) (password is necessary, email jandrew6@providence.edu)

[bRIdge](#) – allows you to search for your “dream” internship (<https://bridge.jobs/>)

[Internships](#) (<http://www.internships.com/>)

[CEI-Internships](#) (<http://cei-internship.squarespace.com/>)

To learn more, contact SCE’s Academic Counselor, [Jennifer Andrews](#). or contact SCE Office (401) 865-2487.