

## DETERMINING YOUR INTERNSHIP GOALS

Before you can even start thinking about finding an internship, you need to spend time reflecting on your goals for obtaining an internship that's right for you. Consider these questions:

► UW Bothell Career Center  
Office of Student Affairs  
Library Annex  
Phone: 425.352.3183

E-mail: [career@uwb.edu](mailto:career@uwb.edu)  
[internships@uwb.edu](mailto:internships@uwb.edu)  
Website:

<http://www.uwb.edu/careers/employers/>



- **Why** do you want an internship -- and what do you hope to gain from it?

There are multiple reasons for obtaining an internship; possible reasons include learning new skills, gaining networking connections, receiving credit, finding a mentor, adding work experience to your resume, and using the internship as an entry into the organization.

- **What** are your specific career interests?

An internship can help you access your career goals. For example, if you're majoring in history, but would like to get into politics, you might consider an internship with a local or state politician. Internships can also clarify: for example, if you're a Business major but not sure whether you want to go into finance or management, you could consider getting internships in both areas to help you decide which is best for you.

- **What** type of organization are you interested in? or **Who** do you want to work for?

Do you want to work for a larger organization or a small one? A non-profit, profit, or governmental agency? Organizations come in all sizes and shapes, from small local orgs to worldwide corporations. What are you looking for? Consider the size, ownership, corporate culture, etc.

- **What** industry would be best for your needs?

Even when you know exactly what you want to do, you can still be uncertain about the type of industry that best suits you. For example, if you want to work in sales, you really have the option of working in any industry- but you will have different roles/responsibilities working in sales in a corporation compared to a local start up.

- **Where** do you want to have your internship?

When you imagine your ideal internship, where is it located? Close to UW Bothell? Close to home or other places you regularly frequent? How far are you willing to commute, and how will you commute (car, bus, bike, etc.)? Weigh your options- you might find that you need to be very selective based on location- or you might find at this point in life you are willing to move short-term or permanently across the country, or even overseas, for that perfect internship- knowing this will help in finding an internship that fits your life.

- **When** can you do an internship?

An internship takes time- When are you available to put in the hours: days, nights, weekends- or a combination of all three? Do you have the time to commit? Be honest about your time limitations! When do you have other commitments (family, school, work, etc.)? Some places are very particular as to when you can intern- the nature of interning at an elementary school dictates certain hours where as writing a computer program for an organization could be more flexible- this needs consideration. (Internship time commitments vary by the individual arrangement but they usually are 15-40 hours a week. The general rule for internships for credit is that for every quarter credit you have 2.5-3 hours a week at your site (i.e. for a 5 credits, you serve roughly 12-15 hours a week). Some sites also ask for a minimum of a 3 or 6-month commitment.

- **When** do you want to have your internship?

You also need to think about when you can do an internship in terms of your academic calendar. Consider an internship *before your last quarter* in school, as many internships are offered only once a year (such as the Washington State Legislative internship). In addition, deadlines for internships can be months (or even a year!) in advance so plan ahead!

- **Who** will be your supervisor/educator?

Who will oversee your work- and who will train and educate you on site (as well as academically, if for credit)?