

## What's Inside?

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## Internships Give You a Competitive Edge

If you've ever wondered if you should do an internship while you're in college, here is a clear message for you that will help you make up your mind. "As an employer, hiring someone right out of school can be somewhat daunting," says Melissa Kinsey, senior account executive for Jackson-Dawson Integrated Marketing Communications in Greenville, South Carolina. "However, hiring someone right out of school who has had an internship can make the task a little easier."

Why? Because employers can draw several important conclusions about you if you've participated in at least one internship, co-op program or similar experience during college.

### You Probably Have the Right Stuff

Donn Pearlman, senior managing director for ITQ-Minkus & Dunne Communications in Chicago, says there's no comparison between a new college grad who has interned for a commercial radio station and one who has done some volunteering for a noncommercial college station.

"Almost anyone can get a position of some kind at a college station," says Pearlman. "However, competition for jobs, even internships, at commercial stations in medium and large markets presumably is considerably tougher. So a resume that includes an internship at a commercial station may be one indicator to a potential employer that this candidate has the right stuff."

### You're Committed to Your Chosen Field

For all a prospective employer knows, you — a new grad applying for a job — might simply be testing the waters of a particular career field. Sure, you're trying for the job, but how does the employer ensure you really want to work in the industry?

"Employers who hire people with internship experience can be more sure they're hiring people who know they want to be in that particular profession," says Stephanie Specchio, director of communications at Elmira College in Elmira, New York. "Internship veterans aren't trying to find the perfect fit. They've already done that as interns."

### You Won't Need Much Hand-Holding

If you've got internship experience, you've already received some basic training in your field and thus have less of a learning curve facing you as a prospective new full-time employee, says Missy Acosta, media relations manager for Ackermann PR, a Knoxville, Tennessee-based public relations firm.

"In this age of fast-paced business environments, we want to make sure everyone gets up to speed as rapidly as possible," stresses Acosta. "That ramp is accelerated when someone is already experienced."

Indeed, from an employer's perspective, whenever two new college graduates are competing for the same job, the one who has internship experience will almost always have an advantage over the one who doesn't. So if you're wavering about whether to pursue an internship, do yourself a favor: Take the internship path to give yourself a competitive edge in the job market once you graduate.

Article reprinted from Monster.com.

## Want to learn more about doing an internship?

Contact Michelle Yager, CISC Director, for more information on finding an internship. You may qualify to receive a tuition stipend! (see page 2 for more info)

### Remember:

The best time to start an internship search is the semester BEFORE you want to do the internship. Don't wait until the last minute!!

### Career & Intern Services Center

Huffman Administration Building ▲ Room A316 ▲ (574) 257-2661  
careerservices@bethelcollege.edu ▲ www.bethelcollege.edu ↪ Student Career Services

## Top 10 Tips for Interns

If you are thinking of doing an internship while in college (which you probably should!) keep these ten tips in mind:

### 1. Don't be afraid to talk with people.

Don't be intimidated because you are a student. People are sometimes too busy to roll out the red carpet so you have to make the first move to talk with coworkers and supervisors.

### 2. Ask for things to do.

Don't wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

### 3. Learn all you can about the industry.

Talk with people in different departments as well as clients and vendors.

### 4. Read everything you can get your hands on.

You won't find everything you need to know in the training manual. Reading contracts, letters, memos, press releases and trade publications will help you become informed on all elements of the business.

### 5. Don't gripe about the grunt work.

There is always something more to learn. How long you do grunt work depends on what you make of it. Everything has a purpose, so learn how the small tasks fit into the big picture.

### 6. Milk the fact that you are a student.

As a student, you aren't threatening and can have more access and opportunities than a full-time employee. Everyone wants to help a student learn.

### 7. Hitch your wagon to a star.

Learn from the people who are the superstar performers and most respected individuals in the office.

### 8. Get in the information loop.

Decisions aren't always made in a conference room.

### 9. Ask to attend meetings and events.

You will learn how things *really* get done.

### 10. Don't burn any bridges.

You never know when you will see someone later in your career.

Article reprinted from Monster.com.

## Tuition Stipend FAQ

### What is the Lilly Grant Tuition Stipend?

The Lilly Endowment grant allows us to "pay" students for doing an internship, in the form of a tuition stipend. This means that the money is deposited into your Bethel account to be used for tuition expenses. We do it like this because the stipend is tax free and allows you to receive the most benefit.

### How do I qualify?

1. Your internship site must be located in Indiana.
2. You must register for academic credit and have a designated faculty mentor who will supervise the internship.
3. You must visit the CISC and see Michelle Yager BEFORE you start your internship to fill out the proper paperwork. You are also responsible to turn in time sheets and evaluations throughout the course of your internship.
4. The stipend will be credited to your account upon receiving a satisfactory evaluation at the completion of your internship.

## Mark your calendar

### 3rd Annual INCC Career & Internship Fair

Friday, March 23  
10:00am to 3:00pm

See Sherry NOW to get your resume ready!! Email her at [weldys@bethelcollege.edu](mailto:weldys@bethelcollege.edu) or call her at 2661 to set up an appointment.

Registration information will be available in the spring. Call the CISC at 2661 for more information.

### Career Tip

Career Tip

If you are having trouble finding an internship, did you know that you can approach a company or organization to find out if they are interested in having an intern? Some employers have simply not thought about the possibility! Get your resume and cover letter together by seeing Sherry in the CISC and then contact the employer. It may take a few weeks before Sherry can meet with you so DON'T PROCRASTINATE!

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