

Oakland University Department of Art and Art History Internship Guide

Internships help you

Build stronger resumes Gain experiences in your field Make professional contacts Determine career goals

This step by step guide is intended to help you **maximize** your internship experience.

1. PREPARING FOR AN INTERNSHIP

- Have a current resume and portfolio or writing sample.
- Visit <http://www.oakland.edu/upload/docs/Career%20Services/Resume%20Writing%20Guide-NEW%201112.pdf> for help with resumes and cover letters.
- Broaden the description of your abilities and emphasize transferrable skills that appeal across different jobs.
- Be sure to note strengths in communication, organization, management and work ethic.
- When creating your portfolio only include pieces that are your best work and are appropriate to the job you are applying. Your portfolio may have to change depending on the internship. Also, be prepared to talk about your work.
- Visit Oakland University Career Services to learn more about the benefits of taking an internship at <https://www.oakland.edu/?id=24730&sid=68>.

2. FINDING AN INTERNSHIP

- <http://www.oakland.edu/art/internships>
- <http://www.oakland.edu/careerservices>
- <http://www.internships.com>
- <http://www.idealists.org>
- Create your own internship and enquire with museums, galleries, advertising agencies, and non-profits.
- Network, ask faculty, alumni, and professionals in an area you are interested in to offer suggestions.

3. WHEN TO TAKE AN INTERNSHIP

- Some internships are offered year round others and others are offered during the summer only so plan accordingly.
- If taking an internship for credit you must be junior/senior status and have 16 credits in the major, of which 8 must be at a 300-400 level, and need permission of the instructor.
- You must speak with the advisor the semester before the intended start date to take an internship for credit.
- Explore internship opportunities even after graduation to help you get your foot in the door and establish a greater network.

4. APPLYING FOR AN INTERNSHIP

- Be mindful of application deadlines.
- Ace the interview with interview tips from career services at <http://www.oakland.edu/?id=14711&sid=68>.
- After the interview, send a thank you note/email and any additional materials that the interviewer requested within 48 hours.

5. MAKING THE MOST OF YOUR INTERNSHIP

- Ask questions.
- Assume responsibility.
- Keep records of your experience.
- Make contacts and network.
- Stay in touch with your supervisor and contacts after your internship ends.