# Glossary of Terms

Experiential Education: An experience that ensures that students blend and integrate dassroom knowledge with practice.

For-credit Internship: A focused short-

completed for academic credit, under the guidance of at least one practicing professional, and at least one faculty member.

Non-credit Internship:

academic credit, under the supervision of at least one practicing professional.

Practicum: An academic course that combines classroom activities with supervised practical application.

Fieldwork:

Undergraduate Research: An experiential education activity in which a student conducts research under the guidance and supervision of a faculty mentor. Students may earn credit, based upon meeting eligi9(fac)1ligi9(fa-8(o)5(n)3(.0(o)5(r.)-7(824))).

## Expectations

Internships will vary in terms of what they offer and what you can expect. It is entirely appropriate for you to ask for specific assignments that will be expected of an intern. We recommend that you discuss potential learning objectives with the internship site supervisor prior to accepting an offer.

If you have given a good deal of thought to your expectations, you will be ready to discern the fit of the internship.

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### looking!

### Getting down to the true work

Explore what projects the employer might have in mind for an intern. Will you have the opportunity to be a part of a team? Will you work with clients? In what way will you be a part of the decision making on a process? What new skills will you learn? In what way will you use the skills that you are bringing to the internship experience?

### Expect administrative work

Remember that you are an intern, not the CEO, and that some administrative work is a normal part of most jobs.

amount of time spent on these tasks. Ask employers to provide you with references of past interns if you would like to find out what their experience was like. For an internship to be approved for academic credit, no more than 20% of your work will be spent on administrative tasks.

### Plan to be proactive

Expect that once you are in the internship experience you will seek out work and projects. Offer to try new things. Volunteer to take on responsibility as long as you feel that you are able to contribute in a positive way and that the work is contributing to your learning. Approach other employees to learn about their work. Ask a lot of questions!

#### You get out what you put in

The old saying is true. You get out exactly what you put into your internship experience. If it is nothing more than meeting academic requirements, earning easy credit, or just something you feel you should do, (t)95ouuld do, (t)95

If you are completing an internship for academic credit, but something doesn't work out during the semester, please notify the Office of Career Services and your Faculty Internship Coordinator ASAP!

- Students who are unable to complete the internship due to no fault of their own (e.g. sexual harassment, injury, etc.) should discuss their options with their faculty internship coordinator. The faculty member will work with you to make alternative arrangements so that you are not penalized.
- he niversit of ampa is committed to providing a work and educational environment that is free from unlawful harassment discrimination and mistreatment

## Internship Success

- Don t be afraid to talk to people student. Take advantage of your time and build your network. Your ∞-workers and supervisor can be valuable learning tools.
- 2. Ask for things to do. One thing that aggravates any employer is paying someone to do nothing. Take the initiative and ask for additional work if you find yourself lacking in things to do.
- 3. Be a SPONGE! Learn all you can about the industry. Talk with a variety of people in the organization to get an overall picture of the industry and the company.
- 4. Read everything you can get your hands on. This will help you get as informed as possible about the company and the industry.
- 5. Don't gripe about the grunt work. Everything has a purpose, so learn how the small tasks fit into the big picture.
- 6. Take advantage of the fact that you are a student. As a student, you are not as threatening to fellow employees, and most people will be happy to help/teach you.
- 7. Seek out the best. Find the most successful performers (potential mentors) in the company, and find out how they have achieved success. Gain valuable career information from these people.
- 8. Get in the information loop. Decisions are not just made in meetings. Learn where people talk and exchange business information. A word of caution: do not participate in company gossip. That is a sure recipe for future problems.
- 9. Ask to attend meetings and events. This will allow you to observe how things really get done.
- 10. BUILD bridges; don t burn bridges. As a new employee, you are not in the position to be able to tell who can or cannot help you in your future career experience.

## **Questions?**

Schedule an appointment to meet with a career coach in the Office of Career Services to discuss internships at www.ut.edu/career/appointment.