

---

## Internship Search

---

### Questions to ask yourself before your search begins

- What are your internship goals?
- What type of experience do you want to have?
- What tasks do you want to be responsible for throughout your internship?
- What skills do you hope to use and gain during this internship?
- Where do you want the internship to be located?
- Do you want the to internship to be paid, credit-bearing, or volunteer

### Where to Look for an Internship

#### 1. Career Resource Center

##### a. HawkHire

- Exclusive access to volunteer, internship and full-time postings in our online database
- Instant access to resources including
  - Event listings and registration
  - Career finder and explorer
  - Salary guides
  - Document library
  - 500,000 national postings
- Log in from the [my.newpaltz](#) Student tab > [Internships and Careers](#) > [HawkHire](#)



#### 2. Career Shift

- a. CareerShift offers the most comprehensive online resource, designed to support the # 1 request of job seekers: *an easy to use web site to conduct and organize their job search.*
- b. CareerShift provides an easy-to-use approach that cracks the “hidden job market”:
  - Search, store & record job listings at all publicly posted websites
  - Get inside contact information immediately, including email addresses, for millions of companies, even alumni, then save and manage your lists.
  - Upload/ Copy and Paste as many targeted resumes and cover letters needed
  - Work with Career Services to create unlimited e-mail campaigns with your saved contacts, resumes and cover letters.
  - Campaigns are automatically saved and recorded. In MY CALENDAR, you can keep notes, and set reminders for follow-ups.
- c. To access CareerShift account from anywhere, anytime, 24/7, follow these instructions:
  - Students -go to [CareerShift](#) - and use your hawkmail account for immediate access.
  - Alumni - Request free access to CareerShift by contacting the Career Resource Center by [email](#) or phone 845-257-3265

### 3. **Networking**

- a. Many internships are found through personal contacts, so it is important to leverage your network! Begin by making a list of the people you know – friends, family, professors, supervisors, etc. Do any of them work in your field of interest? If so, contact them. If not, ask if they know anyone who does.
- b. Use the New Paltz Alumni Association Professional Network on LinkedIn to tap into an extensive group of alumni for networking.

### 4. **Academic Departments**

- a. Many departments will give academic credit for internships. Speak with a faculty member from your academic department about internship opportunities they may know of.

### 5. **LinkedIn Job/Internship Search Engine**

- a. Leverage the world’s largest professional network to connect with opportunity. Use LinkedIn Jobs to harness the power of your network and get hired. LinkedIn Jobs surfaces insights such as whom you know at a company, providing you an edge in your job search.

### 6. **Additional Internship Search Resources:**

- a. Wetfeet | Intern Queen | Going Global | Internships-USA | Idealist | Internships.com  
Simplyhired | Looksharp

---

## **Steps to an Internship for Credit**

---

### **Step One: Find an Internship**

- Use HawkHire, Careershift and other online internship & job search sites to search current openings. (please see our internship search guide on our website)
- Network with faculty, classmates, alumni and family contacts to find a position on your own.
- Attend the Networking Fair for Jobs & Internships (in fall and spring) to meet employers who offer internship opportunities.

### **Step Two: Gain Approval for Your Internship**

Share a description of your internship with your major department to determine if they will allow you to earn credit. If the answer is ‘yes’, find out who will be your faculty supervisor for the experience. Remember the experience must directly relate to your major or minor for you to receive college credit for it.

### **Step Three: Register for Internship Credit**

Once the internship is approved, you should register for the course. Most undergraduate internship and fieldwork courses are labeled 494 (but there are exceptions to that rule if your department offers multiple internship and/or fieldwork opportunities).

**\*\*IT IS IMPORTANT TO NOTE THAT YOU MUCH RECEIVE ACADEMIC CREDIT FOR THESE CREDIT-BEARING INTERNSHIPS**

### **Step Four: Complete the Course Requirements**

In addition to completing the appropriate number of internship hours to receive the number of credits you registered for, you will also complete coursework as assigned by your faculty internship supervisor. This may include weekly or bi-weekly journal entries, informational interviews, a research paper, etc.