



Why get an internship?

- Explore the world of work in a professional setting and clarify your career objectives
- Gain relevant hands-on experience to build your resume
- Build a professional network that may lead to a job in the future!
- Apply your knowledge gained in the classroom to the “real world”
- Heighten your marketability for future jobs and graduate school

Internship Guide

Maximize your internship

- Make sure the internship is **project-based** and providing you with fulfilling experience.
- Deliver high-quality work and **exceed your internship’s expectations.**
- **Develop relationships** with professionals across the organization for career mentorship.
- **Be proactive** and seek additional responsibilities if possible.
- **Maintain the networks you gain** after your internship ends for future references and strong letters of recommendation.

How to get an internship

1 Research your career interests

Before you begin searching for internships, narrow your career and professional interests so that you can identify internships that help you work toward your academic or career goals.

2 Get guidance on internships to pursue

Meet with a career adviser that specializes in your field of interest or with our internship adviser, Sheila Rodriguez, to guide you in your exploration process and assist you in finding and applying for meaningful internships.

3 Begin the internship search

In most cases, there is no database with exhaustive lists of internships in a given field or industry, so be sure to utilize a variety of methods and resources to help you in your internship search. These may include online searches, contacting companies or organizations directly, networking with professionals, or meeting with a career adviser to maximize your options.

4 Prepare your application materials

Since they may vary greatly between internships, research the requirements and application process specific to each internship you are interested in to ensure that you are submitting a proper and thorough application. Writing a resume and cover letter tailored to the internship and participating in an interview are standard procedure for most internships.

Can’t find an internship that suits you?

Create your own! Write a brief, one-page proposal about the type of internship you’d like to participate in and set up an appointment with a career adviser to discuss the process of developing your own internship.

Resources for Finding Internships

- Visit the Career Center's internship website at intern.ucsc.edu
- **SlugQuest:** Browse a multitude of internship offerings in a wide range of areas through UCSC's job and internship database with a diverse range of employers.
- **Going Global:** Access career and internship listings to work in countries around the world and in cities across the US. Includes guides on application processes for specific countries and information about working abroad.
- **Career Advice Network (CAN):** Connect with UCSC alumni who are willing to give advice about internships, graduate school, and their career paths.
- **Chancellor's Undergraduate Internship Program (CUIP):** One of UCSC's most prestigious internship programs. Opportunity to participate in an on-campus, paid internship in a variety of departments in which you undertake meaningful projects, receive valuable mentorship, and take a leadership class. Open to all majors and co-sponsored by the Career Center.
- **University of California Center Sacramento (UCCS):** This academic internship program is co-sponsored by the Career Center and includes a seminar class and an internship in a government or community agency at the state capitol in Sacramento for one quarter. It is available for juniors and seniors with a GPA of 3.0 or above.
- **University of California, Washington DC (UCDC):** Spend a quarter participating in a full-time internship in the heart of Washington, D.C. While this program is sponsored by the UCSC Politics department, it is open to all majors and you may work at any organization of your choosing, whether it's in a government agency, museum, or anything in between. Open to juniors and seniors.
- **Academic Field Study Programs:** Many academic departments have their own formal internship programs for academic credit. The Environmental Studies, Economics, Psychology, and Human Biology departments each have their own internship coordinator who can help match you with internships specific to your program of study. Contact field study program coordinators or department undergraduate advisers about internships for credit.
- **Student Volunteer Center (SVC):** The SVC is a student-run program connecting students interested in volunteering in the Santa Cruz community. They have a database with local organizations and agencies that offer volunteer internships throughout the year.
- **Job and Internship Fairs:** The Career Center holds quarterly fairs with several employers in attendance with internship opportunities. Check the Career Center website for event dates and to view a list of employers attending the fair.

Need help with internships?

- Contact a Career Center adviser who specializes in your field by visiting: <http://careers.ucsc.edu/student/Advising/index.html>
- Attend an internship workshop! Visit careers.ucsc.edu to view a calendar of events.