



Center for Career
Development &
Experiential Learning

INTERNSHIP ORIENTATION

ROOM C-102
(718) 368-5115

We Will Cover

YOUR RIGHTS AN INTERN

What an internship is
and is not

THE INTERNSHIP

Tips for before, during
& after the internship

HANDSHAKE

Where to apply for
internships

CURRENT INTERNSHIP OPPORTUNITIES

Opportunities you can
apply to now!

An Internship Should:

BE A MEANINGFUL LEARNING EXPERIENCE


As an intern, you should not just be assigned menial tasks that don't allow you to grow professionally.

BE SUPERVISED BY AN EXPERIENCED PROFESSIONAL

You should always have someone who can provide guidance and support while you are working as an intern.

LAST FOR A SET TIMEFRAME

Speak to your supervisor to identify a set start and end date.



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If, at any time, your responsibilities do not reflect the previous points, you should meet with an Internship Advisor for follow up.

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TITLE IX

Kingsborough Community College does not tolerate any form of sexual misconduct including but not limited to sexual harassment, sexual assault, stalking, and domestic and intimate partner violence. If you feel that you have been a victim or witnessed any form of sexual misconduct, please report the incident to any of the following offices: Title IX Coordinator (718-368-6896, V-231) Office of the Vice President of Student Affairs (A-216, 718-368-5563), and/or Office of Public Safety (L-202, 718-368-4800).

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CREATE/UPDATE YOUR HANDSHAKE ACCOUNT

Handshake (Career Wave) is an online jobs board for Kingsborough students and alumni where you can upload your resume and search hundreds of jobs posted by different employers. You can apply to any job that interests you. You can also have your resume viewable for employers to see.



<https://kbcc-cuny.joinhandshake.com/edu>



The Resume

The image is a vertical collage of three photographs. The top photo shows two hands shaking in a firm grip, with a resume visible in the background. The middle photo is a top-down view of a resume on a wooden desk, next to a white coffee cup and a pen. The bottom photo shows a person's hands holding a pen and reviewing a resume.

KEEP IT UPDATED

KEEP IT POLISHED

HAVE AN ADVISOR
REVIEW IT

Do Your Research



KNOW THE ORGANIZATION

Conduct research on the company to learn about their culture, mission and more...

KNOW THE POSITION

Review the job description to be familiar with what the employer is looking for.

KNOW YOURSELF

Review your resume and reflect on the skills and experiences you have to offer.

Interview Tips

ARRIVE EARLY

Arriving 10-15 minutes before the appointed time is absolutely vital



DRESS PROFESSIONALLY

The clothes you choose to wear to an interview will tell a lot about you



BE ENGAGED

Answer questions thoughtfully and maintain eye contact.



Anticipate Typical Interview Questions

SCHEDULE A MOCK INTERVIEW

A mock interview with a Career Advisor will better prepare you for questions the employer may ask on the interview.



At The Internship

REMEMBER: YOU ARE
A REPRESENTATIVE
OF KINGSBOROUGH
COMMUNITY
COLLEGE!

PAY ATTENTION TO
POLICIES AND
PROCEDURES

ATTENDANCE AND
PROMPTNESS ARE
EXPECTED

COMMUNICATE
EFFECTIVELY WITH
SUPERVISORS AND
CO-WORKERS
(VERBAL, EMAIL &
PHONE)

Diversity in the Workplace

What does that mean to you as an intern and future professional? It means that you will need to view diversity as a plus and be willing to accept differences while recognizing the unique potential that everyone you work with brings to the job

HOW CAN I WORK MORE EFFECTIVELY IN A DIVERSE ENVIRONMENT?

- Get information about others: Read books, watch videos
- Be aware of your own perceptual lens: Our backgrounds, personalities and life events influence the way we perceive the world
- Be curious: Ask appropriate and thoughtful questions
- Respect individual differences: Knowing what individual people value, becoming familiar with their customs and their ideals is helpful when interacting with someone whose culture and background is different than your own

Networking

Networking is connecting with individuals with similar interests and developing new ideas and opportunities through professional associations. The goal is to build relationships which will assist you in learning more about a career field/industry and identify entry-level job opportunities.

Use your internship as an opportunity to build your network.

Looking Ahead

- If you do not find an internship project that fits your needs right now, continue to check with the Career Development Center and on Career Wave.
- Close to the completion of your internship, ask your Internship Site Supervisor for a letter of recommendation. This will be helpful in preparation for the future job search.
- Internships can sometimes lead to part time or full time employment with the organization. However, there is no guarantee or obligation on the part of the organization to do so.
- Send a thank-you letter to your Internship Supervisor thanking them for your internship experience.
- Keep in touch periodically with your supervisors so that you can continue to network after the internship itself is completed.



Contact Us

RM C-102

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f IG & FB @kcccareersuccess

Twitter/X @kbcccareer



Linktr.ee: <https://linktr.ee/kcccareer>

Virtual Front Desk: Mondays 10am-12pm,
2pm-4pm <https://zoom.us/my/kcccareer>