

Best Practices – Student Internship Manual

- Participating in an internship is beneficial in several ways:
 - Internships help students gain real-world experience and apply the knowledge you are learning in the classroom to a professional setting.
 - Internships give students the opportunity to “try on” different careers before graduation and determine if you have chosen the best field of study.
 - Internships boost students’ resumes and help you develop a professional network.
- There are many different types of internships available (in-state vs. out-of-state, international, paid vs. unpaid, summer vs. fall/spring, full-time vs. part-time, for-credit vs. not-for-credit). Take time to consider which is best for you based on your career goals.
- Some internships are paid or offer a one-time stipend upon completion; others are unpaid.
 - Remember that you may be able to earn academic credit for your internship.
- Be sure to begin your internship search and application process during the semester before the semester in which you wish to complete the internship.
 - Check with your academic department to determine if the internship you are seeking qualifies for academic credit.
 - Visit Career and Talent Development (career.fiu.edu) to learn about internship and career fairs, workshops to hone your resume and cover letter writing skills, the Practice Interview Program, and more.
- Take time to define your goals for an internship. Once you are hired, complete a learning contract with your employer outlining mutually agreed upon goals.
- Once you are hired, meet with your internship supervisor regularly to discuss progress and constructive feedback.
- Make sure to maintain a positive attitude during your internship and refrain from negativity and office gossip.
 - Remember that acting professionally is key to a good internship experience as well as your future career success.
- Participate in team/department rotations during your internship, if possible, to get exposure to different types of work in your chosen field.
- Be sure to ask questions and take advantage of every opportunity to learn.
- After the internship, thank your supervisors and maintain the professional contacts you earned during the experience.
- Visit your Career and Talent Development department to perfect your resume and cover letter writing skills for future job searches.
- Sign up for Handshake, FIU’s online platform for internship and job postings and professional development opportunities.
- Meet with your academic advisor or faculty mentor to reflect on your learning experience following the internship.
- Be sure to report your internship to the university.