Past Internship Sites
- Boys & Girls Clubs of the Fox Valley and Oshkosh
- Cumulus Broadcasting
- EAA
- Christine Ann Domestic Abuse Services
- Fox Valley Autism Treatment Program
- J. J. Keller
- Oshkosh Chamber of Commerce
- Oshkosh Public Museum
- Paine Art Center
- Special Olympics of the Fox Valley
- LGBTQ Resource Center
- Target
- UWO Counseling Center: CARE
- Nagasaki Summer Camp
- Walt Disney World College Program
- and many more…

How do I enroll in INTRDSCP 399 or 442?
1. Secure an internship site; contact Career & Professional Development if you need assistance.
2. Log in to Handshake, Click on Career Center, Click on Experiences, Click on Request an Experience. Request L&S Internship 399/442.
3. Call Career & Professional Development to schedule an appointment with Chrissy or Rich to be enrolled into the course.

For more information or to schedule an appointment, contact the L&S Internship Coordinators:
Chrissy Lambie, MSE  Rich Marshall, MSE
lambiec@uwosh.edu  Marshalr@uwosh.edu
920-424-2181
Student Success Center (SSC) 125
**FREQUENTLY ASKED QUESTIONS:**

**Can I turn a current part-time or full-time job into an internship?**
- Yes. With the support of a supervisor or manager at your current work location, you may be able to convert a job into an internship. These are the requirements and expectations:
  - Describe current job duties
  - Outline the NEW job duties or activities you will engage in during the internship. The new responsibilities must demonstrate skills and knowledge, above and beyond what you are currently gaining through your current tasks. You will not be given credit for doing your job.
  - Request an Experience in Handshake to initiate the internship process.

**Does my internship need to be paid?**
- No. You can receive credit for unpaid internships.

**Can business students take this course?**
- Yes, with the approval of the College of Business Internship Coordinator.

**If my L&S Department has an internship course, can I take INTRDSCP 399?**
- Yes, with the approval of the Department Chair or your Faculty Advisor.

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**How to find an Internship**
- Develop a résumé and cover letter; be sure to tailor your documents for each position.
- Talk to the appropriate Career Advisor, Internship Coordinator/Faculty in your college, as well as your major academic department.
- Check internship postings on Handshake: https://uwosh.joinhandshake.com/login
- Attend job fairs and career workshops to network with prospective employers.
- Become involved with Career & Professional Development by attending mock interviews, résumé reviews, and other professional events.
- Connect with professionals in your field by setting up a LinkedIn account and joining the UW Oshkosh Career & Professional Development group.

**Capitalize on Your Internship**
- Learn as much as you can about the organization.
- Keep a weekly journal of your experiences and accomplishments.
- Meet with your supervisor and establish mutually agreed upon goals; be sure to understand expectations.
- Be conscious of office politics; learn the power structure and notice how decisions get made.
- Become familiar with all technology used; understand that some busy work is part of the job.
- Develop and demonstrate positive traits (i.e. punctuality, dependability, flexibility).
- Ask questions, and be sure to follow all rules and regulations.
- Introduce new ideas gradually; avoid trying to change too much too soon.
- Ask for more responsibility; take initiative to look for things to do!
- NETWORK! Establish relationships with the people who are doing what you think you would like to do in the future.