

## INTERSHIPS WILL:

- Allow you to learn about a career field from the inside
- Help you decide if this is the right field career for you
- Enable you to work alongside a professional in your chosen career area
- Provide opportunities for you to increase your confidence, knowledge, skills, and abilities
- Let you apply ideas you've learned in your courses
- Give you the opportunity to practice your communication and teamwork skills
- Introduce you to new people and let you practice your networking skills
- Provide evidence that you have initiative, are reliable and have a sense of responsibility
- Act as a bridge between school and the professional world
- Add valuable experience to your resume
- Enhance your graduate school application
- Open the door to a job offer or a recommendation

## 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 or self-schedule an appointment with Chrissy to be enrolled into the course.

For more information or to schedule an appointment, contact the L&S Internship Coordinators:

Kari Meszaros  
Meszarosk@uwosh.edu

920-424-2181  
Student Success Center (SSC) 125

# LETTERS & SCIENCE INTERNSHIP COURSES

Earn **CREDITS** while  
gaining **EXPERIENCE!**

**INTRDSCP 399**  
**L&S Career Internship**

**INTRDSCP 442**  
**L&S Cooperative Study**

**CAREER** & PROFESSIONAL  
DEVELOPMENT

Student Success Center 125  
920-424-2181 | [www.uwosh.edu/career](http://www.uwosh.edu/career)

## **INTRDSCP 399 | L&S Career Internship**

### **Requirements/Pre-requisites**

#### ***To be considered for the internship course:***

- Internship must be relevant to major and/or career goal; must include hands-on experience
- 2.5 minimum overall GPA
- Junior/Senior Status (exceptions may be made)
- MUST have completed or be concurrently enrolled in a 1 credit professional skills course: PRF CNSL 202, INTRDSCP 209, INTRDSCP 208, or BUS 240

### **INTRDSCP 399 - Internship Course Overview**

- Pass/Fail course
- Required attendance at initial class meeting, typically during week 1 of the semester
- Required hours need to complete per credit:  
1CR (47 hrs) / 2CR (93 hrs) / 3CR (140 hrs)
- Overview of Assignments:
  - Weekly reflections of internship experience
  - Goal Sheet (3-5 goals identified by intern and supervisor)
  - Comprehensive Paper or Special Project
  - Site Visit/Phone Conference with instructor
  - Performance Evaluations

\*Course may be repeated for up to 6 total credits in any variation or same term (e.g., 14wk and 3wk)

## **INTRDSCP 442 | L&S Cooperative**

#### ***To be considered for this course, you must:***

- Meet the requirements/pre-requisites outlined above in the INTRDSCP 399 course
- Be concurrently enrolled in another course, typically INTRDSCP 399

### **Course Overview**

- Total Hours Required  
1CR (94 hrs) / 2CR (186 hrs) / 3CR (280 hrs)
- Complete the same coursework as those in the INTRDSCP 399

## **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

## **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