

For Students: Evaluating an Internship

To ensure that an experience is educational, and thus, eligible to be considered a legitimate internship by the National Association of Colleges and Employers ([NACE](#)) [definition](#), all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Questions to Consider

- What advanced skills and knowledge are ESSENTIAL for this position?
- What responsibilities of this position require advanced coursework at an institution of higher education?
- What will I learn or experience from this internship that I haven't had the opportunity to learn or experience yet?
- Who will provide supervision and training throughout the experience?

Positions typically NOT considered professional experience

- Cashier
- Bank teller
- Telemarketer
- Receptionist
- General laborer
- Waiter/host/bartender
- Sales floor personnel
- Point of sale representative
- Administrative assistant
- Customer service representative

Interested in working with a minority-owned organization or business?

Be sure to specify your interest in working with a minority-owned business when creating your Handshake profile, and inform the Internship Coordinator, and your faculty advisor.



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Contact Us

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Internship Search Strategies

- Develop a resume and cover letter, all tailored to each position
- Talk to the Journalism Department Internship Coordinator and your faculty advisor.
- Check the internship postings.
- Attend job fairs and career workshops to network with prospective employers.
- Improve your interviewing skills by attending mock interviews.
- Follow up on any possible leads or applications you may have sent out.
- Alert family, friends, faculty and those in your network you are searching and include a copy of your resume and criteria for your search.
- If there is a specific company or organization that you are interested in, check their website or contact them directly about internship opportunities.
- Stay after class to talk to speakers and guests about your interests in your field and their connections or opportunities.

How to Find Internships

- Make routine visits to the Journalism Department Internship website at <https://uwosh.edu/journalism/internships/> or visit the bulletin board across from Sage 3003 or Sage 3408.
- Check Handshake, LinkedIn, Indeed, and individual company websites.