



Internship Handbook

Center for Career and Professional Development

This packet of information is designed to assist you throughout your internship process. The following items are reviewed in this packet:

- The purpose of an internship
- The difference between co-op and internships
- The things you need to consider when searching for an internship
- The U.S. internship legal information
- The steps you should take during your internship
- The definitions of professional dress code
- The actions you should take after completing your internship

PACKET KEY



Indicates information that applies to internships within the U.S.



Indicates information that applies to internships abroad.



Indicates information that applies both U.S. and international internships.

CLEMSON[®]

INTERNSHIP PROGRAMS

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A part of Center for Career and Professional Development



WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates classroom knowledge with career-related work experience to prepare students for the demands of today's workplace. Internships can be on-campus, off-campus or international experiences. Students should look for internships that provide learning goals, supervision, and evaluation where you can apply your classroom learning to "real world" experiences, enhance your education, and add value to the employer. Typically, interns participate in projects or work alongside professionals as they tackle day-to-day challenges.

WHY PARTICIPATE IN AN INTERNSHIP?

Research by the National Association of College and Employers (NACE) indicates that applicants with internship experience enjoy a significant advantage in the percentage of full-time job offers received over their non-intern competitors. Graduates who completed an internship or co-op assignment were 20% more likely to have a job at graduation. Internships are a great opportunity to explore different job opportunities to help ensure that you determine which job or industry is best for you.

	Off-Campus Internships	UPIC On-Campus Internships	International Internships
Program Requirements	Students should be a current undergraduate student and registered for one of the courses listed within this chart.	Students must be a current undergraduate student, registered for one of the INT courses below and have completed at least one full semester at Clemson.	Students should be a current undergraduate student, complete the necessary application materials, and register for the course listed below. Visit Clemson's study abroad program website (Terra Dotta) or CCPD website for more information.
Courses and Fees	INT 1010 - Off-Campus Internship Part-time 1 (\$200) or INT 2010 - Off-Campus Internship Full-time 1 (\$200) (continuous enrollment) or Academic internship course offerings available through various majors (fees vary)	INT 1510 - UPIC Internship Part-time 1 (\$200) or INT 2510 - UPIC Internship Full-time 1 (\$200) (continuous enrollment)	INT 3010 - International Internship 3 credit course (housing and internship placement included) Barcelona- Approximately \$5,800* Dublin- Approximately \$6,200* London- Approximately \$8,700* Santiago- Approximately \$5,600* *Travel and Visa Fees not included
Hourly Requirements	Part-time interns are required to work at least 160 hours. or Full-time interns are required to work at least 320 hours.	Part-time interns are required to work between 160-175 hours. or Full-time interns are required to work at least 320 hours.	Interns are required to work at least 160 hours.
Wages	Determined by employer; typically \$10-\$20/hour	Part-time: \$10-\$12/hour Full-time: \$14-\$16/hour	Determined by employer; typically unpaid
Financial Aid	Courses through Clemson will mostly likely just put a "hold" on a student's scholarships and maintain his/her student enrollment status and provide income protection towards financial aid applications. However, students MUST check with the Financial Aid Office for verification. The Center for Career and Professional Development CANNOT verify any of this information.		



DIFFERENCES BETWEEN INTERNSHIPS AND CO-OP ASSIGNMENTS

INTERNSHIPS	CO-OP ASSIGNMENTS																								
<p>The Center for Career and Professional Development offers opportunities for United States internships and international internships in all majors. Employers post their internships, interview students on campus, or view electronic resume books via ClemsonJobLink, an on-line job listing service.</p> <p>Contact: 864.656.6000, recruit_L@clemson.edu http://career.clemson.edu</p>	<p>The Cooperative Education Program is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by companies who participate in the program as teaching partners. Co-op students select a schedule of companies to interview. About 95% of co-op students match with a teaching partner.</p> <p>Contact: 864.656.3150 http://www.clemson.edu/coop</p>																								
<p>Length: Students will complete their internship either part-time or full-time typically during one semester.</p> <ol style="list-style-type: none"> 1. Fall or Spring: U.S. Internships are offered during these semesters run 14-16 weeks. International Internship time frames may vary based on the country. 2. Summer: U.S. internships during the summer run for 10-14 weeks. International Internship time frames may vary based on the country. 	<p>Length: For engineering students, a minimum of...</p> <ul style="list-style-type: none"> • 3 Rotations <ul style="list-style-type: none"> -Two 18-Week Semesters -One Summer Semester <p>For non-engineering students, a minimum of...</p> <ul style="list-style-type: none"> • 2 Rotations <ul style="list-style-type: none"> -One 18-week Semester -One Summer Semester <p>Common for non-engineering students, such as Packaging Science and Business students, to complete back-to-back rotations</p> <ul style="list-style-type: none"> • Spring-Summer or Summer-Fall 																								
<p>Assignments: Interns enhance their career development while exploring interests and gaining work experience related to their field of study. Internships may involve a project that relates to a student's major and career interest.</p>	<p>Assignments: Students' experiences are monitored and evaluated by an academic staff of co-op advisors to ensure a successful teaching and learning process. Engineering co-op students secure at least 1 year of full-time experience by graduation.</p>																								
<p>Compensation: Most United States positions are paid, but some will be voluntary depending on the field. International internships are normally unpaid, because of visa qualifications.</p> <p>Information on U.S. federal minimum wage can be found at: http://www.wagehour.dol.gov/</p>	<p>Compensation: Co-op assignments are paid positions. Of the co-op assignments that will require students to relocate, most provide assistance with housing. Some teaching partners provide other benefits, such as paid leave.</p>																								
<p>Location: Most Clemson interns are in the southeast, while some are in other areas such as overseas. Companies in the U.S. are often willing to assist with locating housing and in some cases will contribute to housing expenses.</p>	<p>Location: More than half of co-op assignments are in South Carolina, but there are co-op students on assignment throughout the United States. A small number of assignments are located in other countries.</p>																								
<p>Eligibility: Varies. Employers determine necessary qualifications.</p>	<p>Eligibility: A minimum Clemson University GPA of 2.50 is required to be eligible to enter the program, although some companies require higher GPA.</p>																								
<p>Important dates: The Career Fairs are excellent recruiting tools and are held in mid-September and January to February each year. Positions are also posted in ClemsonJobLink, an online job listing service. For international internships, students are encouraged to participate in the International Study Abroad Fair in early February.</p>	<p>Important dates: The Co-op Interview Days event is held in October and March. Students enter the program the semester before their starting rotation. The Co-op Program has more than 300 company teaching partners and approximately one-third of these companies come to campus each semester to interview students for their open co-op assignments.</p>																								
<p>Courses Offered:</p> <table border="0"> <tr> <td>Various classes/credit dependent on major</td> <td></td> <td></td> <td></td> </tr> <tr> <td>INT 1010</td> <td>Part-Time</td> <td>0 Credit Hours</td> <td>(Off-Campus)</td> </tr> <tr> <td>INT 2010</td> <td>Full-Time</td> <td>0 Credit Hours</td> <td>(Off-Campus)</td> </tr> <tr> <td>INT 1510</td> <td>Part-Time</td> <td>0 Credit Hours</td> <td>(UPIC)</td> </tr> <tr> <td>INT 2510</td> <td>Full-Time</td> <td>0 Credit Hours</td> <td>(UPIC)</td> </tr> <tr> <td>INT 3010</td> <td>Full-Time</td> <td>3 Credit Hours</td> <td>(International)</td> </tr> </table>	Various classes/credit dependent on major				INT 1010	Part-Time	0 Credit Hours	(Off-Campus)	INT 2010	Full-Time	0 Credit Hours	(Off-Campus)	INT 1510	Part-Time	0 Credit Hours	(UPIC)	INT 2510	Full-Time	0 Credit Hours	(UPIC)	INT 3010	Full-Time	3 Credit Hours	(International)	<p>Courses Offered:</p> <p>There are multiple Co-op Program courses. A co-op advisor will guide the student regarding the appropriate course selection. Students must satisfy certain requirements to receive a grade of Pass for each course.</p>
Various classes/credit dependent on major																									
INT 1010	Part-Time	0 Credit Hours	(Off-Campus)																						
INT 2010	Full-Time	0 Credit Hours	(Off-Campus)																						
INT 1510	Part-Time	0 Credit Hours	(UPIC)																						
INT 2510	Full-Time	0 Credit Hours	(UPIC)																						
INT 3010	Full-Time	3 Credit Hours	(International)																						

INTERNSHIP BY UNDERGRADUATE MAJORS AT CLEMSON UNIVERSITY CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

MAJOR/ (Requirements)	COURSE	CREDIT
College of Agriculture, Forestry, and Life Sciences		
Agribusiness	INT 1010/2010	0 Hours
Agricultural Education (400 level classes)	AGED 4070	12 Hours
Agricultural Mechanization and Business	INT 1010/2010	0 Hours
Animal and Veterinary Sciences	AVS 3900	1-3 Hours
Environmental & Natural Resources	INT 1010/2010	0 Hours
Food Science and Human Nutrition	INT 1010/2010	0 Hours
Forest Resource Management	Summer Camp	7 Hours
Horticulture	HORT 2710/4710	1-6 Hours
Packaging Science (15 weeks required)	COOP 1010, INT 1010/2010	0 Hours
Plant and Environmental Sciences	INT 1010/2010	0 Hours
Preveterinary Medicine	INT 1010/2010	0 Hours
Turfgrass	INT 1010/2010	0 Hours
Wildlife and Fisheries Biology	INT 1010/2010	0 Hours
College of Architecture, Arts, and Humanities		
Architecture	ARCH 4890	1-3 Hours
Art	INT 1010/2010	0 Hours
Construction Science and Management (800 Hour Log)	CSM 4500	1-3/0 Hours
English	ENGL 4990	3 Hours
History	HIST 2020	1-3 Hours
Landscape Architecture	LARC 2930	1-3 Hours
	LARC 4930	1-3 Hours
Language and International Health (FT & class requirement)	LIT 4000	0-6 Hours
	LIT 4020	0-6 Hours
Language and International Trade (FT & class requirement)	LIT 4000	0-3 X 2 Hours
	LIT 4020	0-3 X 2 Hours
Modern Languages	INT 1010/2010	0 Hours
Pan African Studies	INT 1010/2010	0 Hours
Philosophy	INT 1010/2010	0 Hours
Production Studies in Performing Arts	PA 2790	1 Hours
Religious Studies	INT 1010/2010	0 Hours
Womens Leadership	INT 1010/2010	0 Hours
World Cinema	INT 1010/2010	0 Hours
College of Behavioral, Social and Health Science		
Anthropology	INT 1010/2010	0 Hours
Communication	COMM 3900	3 Hours
Health Science (Junior/2.0 GPR)	HLTH 4200	4 Hours
Justice Studies	JUST 4920	9 Hours
Nursing	INT 1010/2010	0 Hours
Parks, Recreation & Tourism Mngmt. (Senior/2.0 GPR)	PRTM 4040/4050	6 Hours
	(Sophomore/90 hrs.) PRTM 2060/2070	1 Hour
Political Science	POSC 3100	1-3 Hours
Psychology	PSYC 4930/4970	3/1-4 Hours
Sociology	SOC 4980	3 Hours
Sports Communication	INT 1010/2010	0 Hours
Youth Development Studies	YDP 4990	3 Hours

<u>MAJOR/ (Requirements)</u>	<u>COURSE</u>	<u>CREDIT</u>
College of Business		
Accounting (Junior status)	ACCT 3990	1-3 Hours
Economics	ECON 4980	3 Hours
Financial Management (Junior status)	FIN 3990	1-3 Hours
Graphic Communications	COOP 1010/GC 3500	1 Hour
	COOP 1020/G C 450	1 Hour
	COOP 1030/G C 455	1 Hour
Management	MGT 3980	1-3 Hours
Marketing (10 wks F-T for credit)	MKT3990	3 Hours
College of Engineering, Computing and Applied Science		
Bioengineering	COOP 1010, INT 1010/2010	0 Hours
Biosystems Engineering	COOP 1010, INT 1010/2010	0 Hours
Chemical Engineering	COOP 1010, INT 1010/2010	0 Hours
Civil Engineering	COOP 1010, INT 1010/2010	0 Hours
Computer Engineering	COOP 1010, INT 1010/2010	0 Hours
Computer Information Systems	COOP 1010, INT 1010/2010	0 Hours
Computer Science	COOP 1010, INT 1010/2010	0 Hours
Electrical Engineering	COOP 1010, INT 1010/2010	0 Hours
Enviromental Engineering	COOP 1010, INT 1010/2010	0 Hours
Geology	COOP 1010, INT 1010/2010	0 Hours
Industrial Engineering	COOP 1010, INT 1010/2010	0 Hours
Material Science and Engineering	COOP 1010, INT 1010/2010	0 Hours
Mechanical Engineering	COOP 1010, INT 1010/2010	0 Hours
College of Education		
Early Childhood Education (400 level classes, Praxis test)	EDEC 4840	12 Hours
Elementary Education (400 level classes, Praxis test)	EDEL 4830	12 Hours
Mathematics Teaching (400 level classes, Praxis test)	EDSC 4460	9 Hours
Science Teaching (400 level classes, Praxis test)	EDSC 4470	9 Hours
Biological Sciences (400 level classes, Praxis test)	EDSC 4470	9 Hours
Earth Sciences (400 level classes, Praxis test)	EDSC 4470	9 Hours
Physical Sciences (400 level classes, Praxis test)	EDSC 4470	9 Hours
Secondary Education (400 level classes, Praxis test)	EDSC 4170	9 Hours
English (400 level classes, Praxis test)	EDSC 4440	9 Hours
History & Geography (400 level classes, Praxis test)	EDSC 4480	9 Hours
Mathematics (400 level classes, Praxis test)	EDSC 4460	9 Hours
Modern Languages (400 level classes, Praxis test)	EDSC 4120	12 Hours
Political Science & Econ.(400 level classes, Praxis)	EDSC 4480	9 Hours
Psychology & Sociology (400 level classes, Praxis)	EDSC 4480	12 Hours
Special Education (400 level classes, Praxis test)	EDSP 4980	12 Hours
College of Science		
Biochemistry	INT 1010/2010	0 Hours
Biological Sciences	BIOL 4920	1-4 Hours
Chemistry	COOP 1010, INT 1010/2010	0 Hours
Genetics	INT 1010/2010	0 Hours
Mathematical Sciences	COOP 1010, INT 1010/2010	0 Hours
Microbiology	INT 1010/2010	0 Hours
Physics	COOP 1010, INT 1010/2010	0 Hours
Prepharmacy	INT 1010/2010	0 Hours
Preprofessional Health Studies	INT 1010/2010	0 Hours
Prerabilitation Science	INT 1010/2010	0 Hours



INTERNSHIPS BY GRADUATE STUDY AT CLEMSON UNIVERSITY*

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

<u>Area of Study/ [Possible Degrees]</u>	<u>COURSE</u>	<u>CREDIT</u>
College of Agriculture, Forestry, and Life Sciences		
Agricultural Education [MAGEd]	AGED 7360/7370	3 Hours
Animal and Veterinary Sciences [MS, PhD]		
Entomology [MS & PhD]		
Environmental Toxicology [MS & PhD]		
Food, Nutrition, and Culinary Sciences [MS]	NUTR 8060	1-6 Hours
Food Technology [PhD]		
Forest Resources [MFR, MS, & PhD]		
Microbiology [MS & PhD]		
Packaging Science [MS]		
Plant and Environmental Sciences [MS & PhD]		
Wildlife and Fisheries Biology [MS & PhD]		
College of Architecture, Arts, and Humanities		
Architecture [MArch & MS]		
Architecture and Health [MArch]		
City and Regional Planning [MCRP]	CRP 8930	
Communication, Technology, and Society [MA]		
Construction Science and Management [MCSM & Certificate]		
English [MA]		
English for Speakers of Other Languages [Certificate]		
Historic Preservation [MS & MSHP]	HP 8000	1-3 Hours
History [MA]	HIST 8930 /8940	3 Hours
Landscape Architecture [MLA]		
Planning, Design, & the Built Environment [PhD]		
Professional Communication [MA]		
Real Estate Development [MRED]	RED 8110	3 Hours
Rhetorics, Communication and Information Design [PhD]		
Visual Arts [MFA]		
College of Behavioral, Social, and Health Sciences		
Applied Health Research and Evaluation [MS, PhD]		
Applied Psychology [MS]		
Applied Sociology [MS]	SOC 8950	3-6 Hours
Clinical and Translational Research [Certificate]		
Health Communication [Certificate]		
Healthcare Genetics [PhD]		
Human Factors Psychology [PhP]		
Industrial/Organizational Psychology [PhD]		
International Family and Community Studies [Certificate, PhD]		
International Parks and Tourism [Certificate]		
Nursing [MS]	NURS 8470	3 Hours
Parks, Recreation & Tourism Management [MPRTM, MS, PhD]	PRTM 7050	1-3 Hours
College of Business		
Accounting [MPAcc]		
Applied Economics and Statistics [MS]	APEC 8810	1-6 Hours
Business Administration [MBA, PhD]	MBA 8880	1-3 Hours
Economics [MA, PhD]		
Graphic Communications [MS]	GC 8500	1 Hour
Management [MS]		
Marketing [MS]		
Public Administration [MPA, Certificate]		
Public Management [Certificate]		
Technology Entrepreneurship [Certificate]		



<u>Area of Study/ [Possible Degrees]</u>	<u>COURSE</u>	<u>CREDIT</u>
College of Education		
Administration and Supervision [MEd, EdS]		
Athletic Leadership [MS, Certificate]		
Counselor Education		
Clinical Mental Health [MEd, EdS]	EDC 8360/8460	1-6 Hours
School Counseling Emphasis [MEd, EdS]	EDC 8300/8410	1-6 Hours
Student Affairs Emphasis [MEd]	EDC 8340/8440	1-6 Hours
Curriculum and Instruction [PhD]	EDF 9800	1-6 Hours
Education Leadership [PhD & P-12]	EDL 9850	3 Hours
Human Resource Development [MHRD]		
Learning Sciences [PhD]		
Literacy or Literacy, Language and Culture [MEd & PhD]		
Middle Level Education [MAT]	EDSEC 8210	3 Hours
	EDSEC 8220	3 Hours
	EDSEC 8230	3 Hours
	EDSEC 8240	3 Hours
Secondary Education [MAT]		
Special Education [MAT, PhD]		
Teaching and Learning [MEd]		
Youth Development Leadership [MS, Certificate]		
College of Engineering, Computing and Applied Science		
Advanced Power Systems [Certificate]		
Automotive Engineering [MS & PhD]		
Bioengineering [MS & PhD]	BIOE 8900	1-5 Hours
Biomedical Engineering [MEngr]		
Biosystems Engineering [MS & PhD]		
Chemical Engineering [MS & PhD]		
Civil Engineering [MS & PhD]		
Computer Engineering [MS & PhD]		
Computer Science [MS & PhD]		
Digital Production Arts [MFA]		
EE&S=Environmental Health Pysics [MS]		
Electrical Engineering [MEngr, MS & PhD]		
Engineering and Science Education [Certification & PhD]		
Environmental Engineering And Science [MS, PhD]		
Human Centered Computing [PhD]		
Hydrogeology [MS]		
Industrial Engineering [MEngr, MS & PhD]		
Materials Sciences and Engineering [MS & PhD]		
Mechanical Engineering [MS & PhD]		
Medical Device Recycling and Reprocessing [Certificate]		
Photonic Science and Technology [MS, PhD]		
Services Science, Management, and Engineering [Certificate]		
Supply Chain and Logistics [Certificate]		
Systems Engineering [Certificate]		
College of Science		
Biochemistry and Molecular Biology [PhD]		
Biological Sciences [MS, PhD]		
Chemistry [MS, PhD]		
Genetics [PhD]		
Mathematical Sciences [MS, PhD]		
Physics [MS, PhD]		



SEARCH TIPS FOR INTERNSHIPS

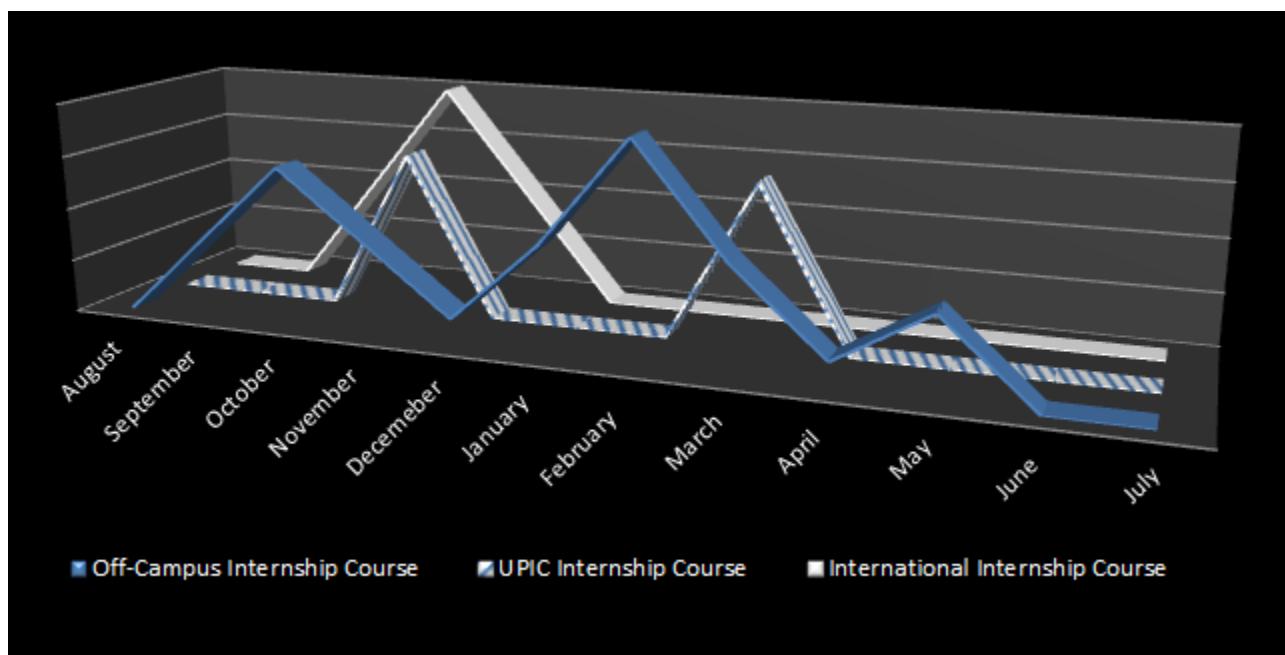
- 1. Figure out what you are looking for in an internship.** You should not start looking for an internship before you have sat down and answered the following questions:
 - Why am I looking for an internship? Is it for work experience, academic credit, or a different reason?
 - Knowing that obtaining an internship is a process that requires planning, when am I looking to intern?
 - Do I want an on-campus internship (UPIC) or off-campus internship?
 - Do I want to consider an international internship? Can I afford to pay for an international flight, visa cost? Have I checked with financial aid to see if my scholarships can be applied to the expenses?
 - Are there language requirements associated with the international internship?
 - If the internship is unpaid, can I still afford to take the position? What are my rights? Check out p.7
 - Are there any geographical constraints, or am I willing to travel/temporarily relocate?
 - What type of organizations/work environments/industries align with my interests, abilities, and values?
- 2. Start researching internship opportunities.** Now that you have a clear idea of what your ideal internship is, there are a number of ways to begin looking for opportunities. Start looking about 4-6 months before your desired start date for United States internships. Students looking to participate in international internships should start looking a year in advance to allow for documents like a passport and visa to be processed. Utilizing as many resources as possible will optimize your options.
 - Job search websites for both U.S. and international internships can be found starting on p.10
 - Come into the Center for Career and Professional Development for a drop-in or appointment.
 - Attend a career fair and information sessions to begin networking and talking to representatives of organizations that you would like to work with and find out if they have internship opportunities.
 - Add Clemson CCPD on Facebook and Twitter to see companies interested in Clemson students.
 - To find out more about INT 3010 the international internship opportunities through our office, please review the [CCPD website](#), attend INT 3010 info sessions, and attend the Study Abroad Fair.
- 3. Narrow down the results and apply for internships.** Now that you have found opportunities that interest you, start applying. The ideal number of applications for United States internships depend on the type of internships that you are applying for (i.e., national programs vs. a local business), but you should apply to somewhere between 5 and 20+ internships. Normally international interns are placed in an internship site by a 3rd party company. To apply for internships, you may need to consider some of the following:
 - Develop a tracking method, possibly in Excel, to assist you in keeping information in one place.
 - Most positions will require a resume and cover letter specific to each organization. There is a lot of information on how to develop a resume and cover letter on the Michelin® Career Center website. If you already have one, bring it in to the Career Center to have it critiqued before sending it. Make sure you bring a hard copy of the resume with you. If you can bring a position description, even better! For help with resumes for international internships, the 3rd party provider who will be arranging your internship normally has resources available to tailor it specifically to the country you will be working in. Also look at [Going Global](#) for information on different customs pertaining to jobs internationally.
 - Many organizations will ask you for references. Before beginning the application process, seek out people (e.g. professors, previous employers, etc.) who are willing to serve as positive references for you. You never want to assume someone will serve as a reference for you.
 - Some positions may require an unofficial (more common) or official transcript. For an unofficial transcript, see [iROAR](#). For an official transcript, go through the Registrar. Official transcripts are \$12 per copy, and you should allow at least one full business day for the Registrar to process your request.
 - Certain internship programs may require you to submit a writing sample.
 - Some organizations, especially those with large internship programs, will have you fill out a formal application for the position.



SEARCH TIPS FOR INTERNSHIPS

4. **Wait for responses.** This step is arguably the hardest part. For United States internships, it may take up to a month to receive responses about your applications (if you even receive a response at all). One to two weeks after you have submitted your application, follow-up with the organization to make sure it received your materials. Pay attention to deadlines, and once a deadline has passed, contact the organization again to see if it needs additional information and find out when interviews are being conducted. Be persistent, but not annoying. For international internships, the 3rd party provider will update you throughout the process.
5. **Interview for positions.** Arrange an interview whenever possible. Some organizations have on-campus interviews at the Michelin® Career Center. For international internships, expect to have an interview with the perspective company to help ensure it is the right fit for you. Your 3rd party provider will help guide you on how to prepare for the interview and what to expect. Once you have interviews scheduled, our career counselors can help you prepare for the interview by doing mock interviews. There are resources on [our website](#) under the “Interview Tips” section. You can also take advantage of [ClemsonJobLink](#), a virtual mock interview where you can critique yourself and practice answering interview questions. Step 1: Go to career.clemson.edu and login in to [ClemsonJobLink](#) – using your Clemson username and password. Step 2: Click “Mock Interviews” on the main page or under the “Resources” tab, click “Mock Interviews.” Step 3: Locate a suitable pre-established mock interview, or design your own.
6. **Accepting a position.** Consider all internship offers. Compare every internship offer with the guidelines that you set for yourself in the first section. Before you accept a position, be sure to get all of the details (e.g. compensation, description, etc.) in writing. If you were rejected from any organizations, take it as a learning experience and try to find out if there was anything that would have made your application stronger. Once you have secured an internship, consider signing up for an academic internship course through your major or through the Off-Campus Internship Courses (INT 1010 or INT 2010), UPIC Courses (INT 1510 or 2510) and our International Internship Course (INT 3010). Also see our “How to Register for INT” guide for assistance.

U.S. AND INTERNATIONAL INTERNSHIP POSTING PATTERNS





ESSENTIAL QUESTIONS FOR INTERNATIONAL INTERNSHIP PROGRAM

- 1. How long has the provider been around and how many interns have they placed over the years?**
Ensure that the organization you choose has successfully connected hundreds (or preferably thousands) of students with employers.
- 2. Does the provider have established partnerships with any universities?**
If you can't find any universities that endorse the internship program, it may be a sign that the provider isn't established enough in quality or history to meet the standards of Clemson University. Clemson's CCPD and Study Abroad offices go through vetting third party providers, collaborating on programming, and going through legal paperwork and risk assessment.
- 3. Can you talk to alumni/references?**
Organizations with a solid track record are usually able to track down an alum or two for you to speak with about their experiences. While not always a necessity, it can be helpful to speak with someone who is not on the organization's payroll to hear an unbiased account of the program that you are exploring.
- 4. What is the providers internship placement method?**
A quality internship is the most important part of your program, so you'll want to get as much detail as possible on how the provider works behind the scenes to ensure a great opportunity. If you get a vague answer or it sounds too good to be true, it probably is.
- 5. Do you get to interview with your potential supervisor or is the match confirmed for you without a formal conversation?**
You will want to get as much information about the company, culture, and role before confirming your internship, and an interview with your supervisor will be the best way to ensure that you are a good fit for the company.
- 6. Does the provider have their own staff on the ground?**
If a program has their own staff on the ground, it ensures a consistent program delivery. Working through partners can create an added risk of inconsistent program quality and a lack of clarity or lag in communication. Having a local expert will prove to be helpful if you need advice and recommendations or in case of an emergency.
- 7. Is an internship placement in your career field 100% guaranteed?**
Or will you be stuck somewhere that has nothing to do with your career goals? If a provider can't guarantee you an internship in your field of interest, it may not be worth committing.
- 8. Will you have your internship confirmed before you arrive on location?**
Some providers ensure your internship well before you leave, with others you may have to wait until you arrive.
- 9. Will you have a dedicated point of contact?**
You're going to have tons of questions before you travel abroad, and it's helpful to have a central person who knows you and understands what you're looking to accomplish while abroad. Having a point of contact can help to insure you will only have to talk through your unique situation once, instead of having to tell multiple people repeatedly. The point of contact is especially helpful if serious issues arise.
- 10. What are the providers health and safety protocols?**
Health and safety abroad is something that isn't fun or particularly interesting to discuss, but it's incredibly important. You'll want to ensure the organization you go through has comprehensive systems in place and isn't winging it as things situations occur.
- 11. What happens during the preparation stage? How do you get information and advice?**
How does the provider send you the materials and information you need: mail, email, webinars, website/web portal? How do you send them your information? Is the provider responsive and timely in answering your questions?
- 12. What else is included in the price? Visa? Housing? Meals? Transportation? Language training? Social events?**
There can be sticker shock looking at the cost of an international program but is important to account for all the costs during your life changing experience. A provider may look cheap but double check to see if these things are included or à la carte.
- 13. Is academic credit included?**
Determine how important earning college credit is to you. If the answer is "extremely important," see if there is credit built into the program that can transfer back to Clemson, or look into the CCPD's INT 3010 course. If you have an internship requirement for graduation, it can make things fairly easy.



KNOW YOUR RIGHTS ABOUT UNPAID U.S. INTERNSHIPS WITH FOR-PROFIT COMPANIES

Did you know that many unpaid internships violate the law and that students in unpaid internships give up many of their rights without even knowing it?

What's the big deal?

Students often feel they need to take an unpaid internship to get their foot in the door. Within the past few years, there have been several lawsuits filed by unpaid interns against employers- both for violating Department of Labor regulations and for discrimination. Students must do their research before accepting an unpaid internship and know their rights in the event those rights are violated while interning.

Department of Labor Guidelines

The U.S. Department of Labor has established a strict set of guidelines for employers hosting interns in the for-profit sector.

When a for-profit employer hires an unpaid intern, all six of the following criteria must be met.

1. The internship, even though it includes actual operation of facilities of the employer, is similar to training that would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Source: U.S. Department of Labor Fact Sheet #71

It is hard to imagine that an employer would not derive some sort of advantage from an intern's work, and that's the piece of the test that typically is not met. Therefore, most interns must be paid.

Workers' Compensation

When an employee is injured on the job, the company's Workers' Compensation plan will pay for related healthcare bills, loss of pay, etc. However, if an unpaid intern were to get hurt on the job, the company would not be required to pay any damages to the unpaid intern since they do not meet the official definition of an employee. Legally, in order to be considered "an employee," the person must receive compensation.

Discrimination and Harassment

In addition to not being covered under Workers' Compensation plans, unpaid interns are not covered under Title VII, which protects against discrimination and harassment. Let's say an intern's supervisor makes unwanted sexual advances toward him or her. Can she sue for sexual harassment? Not unless she is an employee- which, by definition, requires that she receives compensation. The same holds true for racial discrimination and discrimination based on sexual orientation.



KNOW YOUR RIGHTS ABOUT UNPAID U.S. INTERNSHIPS - CONTINUED

Moral Issue - Class Disparity

From a moral perspective, many people find unpaid internships to cause disparity among students from different socio-economic groups. Consider Student A who is from a wealthy upper-class family and Student B who is from a rural middle-class family. They both have a GPA over 3.00 and both are offered an internship with their dream company - the internship is unpaid. Student A can afford to take the unpaid internship because Student A's parents can assist with any expenses over the summer and during the academic year. Student B has to turn down the internship because Student B has to work to save money for living expenses for the upcoming year. This situation leads to Student A gaining more experience and, in theory, obtaining a better job upon graduation.

Bottom Line

If you want to ensure you have rights at the internship workplace, be certain the internship is **paid**. You are paying for the course through your tuition dollars. When a company offers credit as compensation, they are expecting you to pay to work for them.

What should I do?

Be certain to have some sort of written agreement with your employer. The agreement will protect both you and the employer. The agreement should include, at a minimum, the following information:

- Start and end dates for the internship
- Pay rate hourly or stipend
- If the company won't pay hourly or a stipend, try to see if they could pay for your living expenses, travel or gas
- Learning goals (remember you should be involved in setting these learning goals too!)

Many organizations already have some sort of internship agreement in place. If they do not, the Center for Career and Professional Development can assist them in developing one. If they decline to have such a contract with an intern, do you really want to work there?

If you ever experience any actions from a co-worker or supervisor that you think are inappropriate or questionable, consult with the Center for Career and Professional Development. In our office we are well-versed in the legalities of internships and can help you determine your next steps.

If at all possible, only accept a **paid** internship. A paid internship ensures that you are protected against discrimination and harassment and that you have all the rights of any other employee at the organization.

Don't always assume that everything will be fine because you know the supervisor or have a family member who works there, etc.

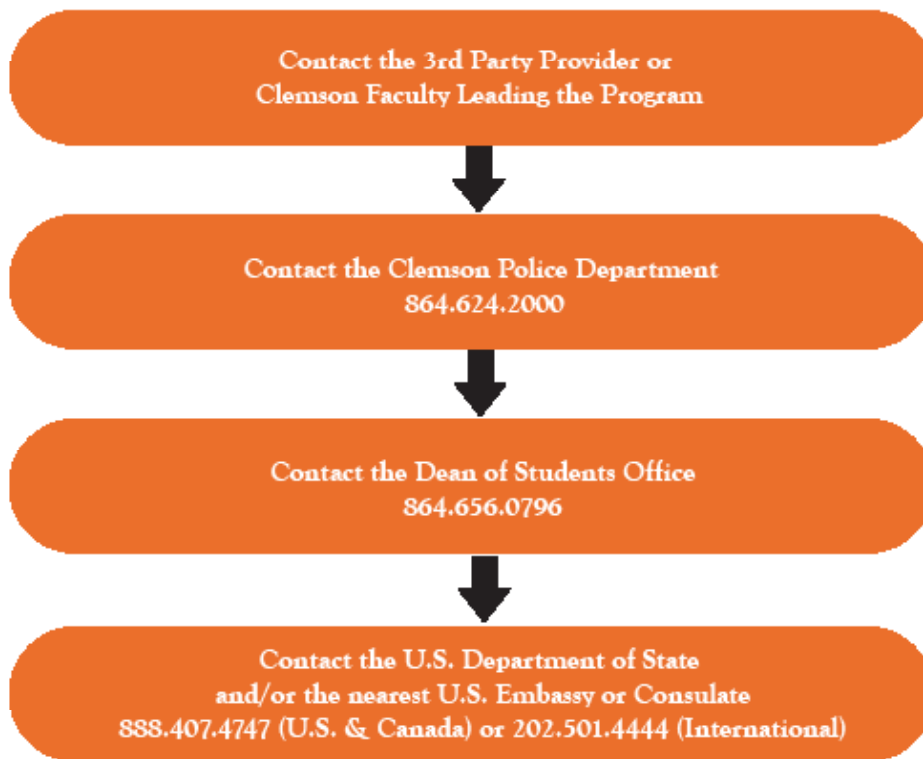
(Important Note: The rules for internships in humanitarian, civic, charitable or religious non-profit entities are different. The 6 point test is only used to assess the legality of an unpaid internship at a for-profit entity.)

Need more help? Email:
Troy Nunamaker, MEd, MHRD
tnunama@clemsun.edu



INTERNATIONAL SAFETY CONSIDERATIONS

Safety Contact Check-List for International Internships



The State Department is committed to assisting U.S. citizens who become victims of crime while abroad. The State Department can help:

- Replace a stolen passport
- Contact family, friends, or employers
- Obtain appropriate medical care
- Address emergency needs that arise as a result of the crime
- Explain the local criminal justice process
- Obtain information about your case
- Connect you to local and U.S.-based resources to assist victims of crime
- Obtain information about any local and U.S. victim compensation programs available
- Provide a list of local lawyers who speak English

If you are the victim of a crime overseas:

- Contact the nearest U.S. Embassy or Consulate. Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- Contact information for U.S. Embassies and Consulates overseas can be found on The State Departments website or by going to our individual Country Specific Information pages.
- To contact the Department of State in the U.S., call 1-888-407-4747 (from the U.S. or Canada) or (202) 501-4444 (from overseas).
- Contact the local police to report the incident and get immediate help. Request a copy of the police report.

For more information on safety procedures and embassy contacts for specific countries please visit:

<https://travel.state.gov/content/passports/en/country.html>



INTERNSHIP WEBSITES

VISA WEBSITES

*Note- The electronic version of this document with hyperlinks are available on our website for your convenience

Clemson Internship Search and Information Web Sites	Visa Information by Country	
ClemsonJobLink	Australia	http://www.immi.gov.au/
Careershift	Europe	http://www.eurovisa.info/
Going Global	France, Switzerland, UK, and China	http://www.aipt.org/
NACElink	South Africa	http://www.southafrica.info/
U.S. Internship Websites	Thailand	http://www.mfa.go.th/web/12.php
DMA Career Center	United Kingdom	http://www.ukvisas.gov.uk
Intern Jobs	Worldwide	http://www.projectvisa.com/
Monster	Other International Resources	
The Washington Center	The World Fact Book	
USA Jobs	Lonely Planet	
Wetfeet	IE Passport's Country of the Month	
International Internship Websites		
College Consortium for International Studies		
Connect 123		
Cultural Vistas (Previously AIPT)		
Environmental Protection Agency Europe		
Global Vision International		
Go Abroad		
Study Abroad.com Internships		
Transition Abroad		
Travel Guide		
University of California at Irvine		
International and U.S. Internship Websites		
Back Door Jobs		
Department of State		
Wetfeet		
Internship Listings by Location (Local, State, etc.)		
Student Housing		

Clemson Abroad Office

E-301 Martin Hall

www.clemson.edu/studyabroad

Phone: (864) 656-2457

Email: abroad-L@clemson.edu

Visit the Study Abroad Office for help finding the right opportunity for an international education and/or internship experience that meet academic and financial guidelines. Study abroad internship opportunities advised through the Clemsons Abroad Office are third-party programs.

For more internship resources please visit:

https://career.clemson.edu/internship_programs/off_campus_internships/students/domestic.php

For more international internship resources please visit:

https://career.clemson.edu/internship_programs/off_campus_internships/students/international.php



Going Global—The Michelin Career Center's Premier Site
<http://career.clemson.edu/students/internships/international.php>
 43 countries including South Africa, the UK, Italy, Belgium, Korea, Spain and Canada



INTERNSHIP PROGRAMS

*Note- The electronic version of this document with hyperlinks are available on our website for your convenience

Definition: Third party placement programs will place you in an internship that fits your criteria in the country that you desire. Typically they handle most of the details, including your visa, but they do charge a fee for their service and are generally for-profit organizations.

THIRD PARTY PLACEMENT PROGRAMS AND ESTABLISHED INTERNSHIP PROGRAMS		VOLUNTEER PROGRAMS
AIFS: American Institute for Foreign Study	Global Experiences	American Council for Voluntary International Action
API Abroad	GloLinks Learning Abroad	Amerispan Unlimited
Boston University Study Abroad Program	Institute of International Education	Amizade, Ltd.
BUNAC: Working Adventures Worldwide	IAESTE: Int'l Assoc. for the Exchange of Students for Tech Experience	Asia/US Public Service Exchange Programs
CAPA International Education	IES: Institute for the International Education for Students	Cross-Cultural Solutions
CIS Abroad	ISA-ELAP: International Studies Abroad	International Partnership for Service Learning
Connect-123	Ikando	International Volunteer Peace Programs
Cultural Embrace	International Internships	ProWorld
Cultural Vistas	Intrax Global Internships	Service Civil International-International Volunteer Service
Dream Careers	The Mountbatten Internship Programme	Volunteer in Africa
The Education Abroad Network	Next Steps China	Volunteer Match: Where Volunteering Begins
EUSA		Volunteers for Peace

For more international internship resources please visit:

https://career.clemson.edu/internship_programs/off_campus_internships/students/international.php



MAXIMIZING THE INTERNSHIP

- **Ask Questions:** As a student you have the ability to engage with professionals in a way you may not be able to once out in the career force. Asking questions to clarify your experience and understand an industry field will help you to engage in interactions within your work environment. By asking a question, you are building the knowledge you will need in the future and forming relationships with industry professionals.
- **Develop Professional Relationships:** Building a professional network is a part of finding out about opportunities in the future. By taking the time to connect with people in your office, you are developing relationships that over time can be beneficial toward your job or over your future career. It is much easier to build connections with someone when you are in the office than once your internship has been completed.
- **Set Personal Goals:** Setting personal goals at the beginning of an internship can help you to better advocate for your needs with a supervisor. By being able to explain your goals, you will be able to articulate what you hope to get out of an internship and are more likely to walk away with the experience you expected.
- **Conduct Informational Interviews:** Informational interviewing is an important skill to develop and one you will utilize throughout your career. By doing an informational interview, you should be able to gather information about an occupation or an industry, learn more about a career that you might like to do (education, skills, experience required, challenges, etc.), clarify and confirm your career choice, make contacts and expand your professional network.
- **Develop a LinkedIn Profile:** If you don't already have a profile, it's time to create one. Before you leave your internship, you will want to ask people you have connected with to write a brief recommendation on your profile. You will notice, LinkedIn will automatically ask you to return the favor.



DRESS TO IMPRESS



Check out the [Clemson CCPD](#) Pinterest Board for examples of outfits.



Check out [Going Global](#) for help with international customs.

Business Casual for Women

Business casual allows female professionals to add a little more variety to their wardrobe than business professional. Some trends that are currently taking place in business casual are adding a splash of color by wearing brightly colored, solid ensembles or mixing and matching skirts, pants, cardigan and blazers while still following business length and guidelines. While business casual allows for a more relaxed look, this type of dress code does not mean you can wear a polo and jeans to work.

Shoes should be closed toe, although you may be able to get away with a sandal that is neither extremely dressy nor casual depending on your work place. Flip flops, chunky heels, and platforms, are not appropriate in a work setting.



Business Professional for Women

Business professional means that you should wear a conservative two-piece matching business suit. Knee-length skirts or pantsuits are both appropriate. Business professional colors are dark gray, navy, black or brown. Light colored blouses or professional button down shirts should be worn underneath your suit jacket. Make sure that the shirt you are wearing is both appropriate with or without your suit jacket.

Shoes should be low-heeled and closed toe pumps. Remember to keep your accessories to a minimum. A small necklace, ring, and a pair of earrings are the maximum amount of jewelry you should have on for a business professional outfit.

Career Center Tip

To make sure your outfit is work ready, try the bend test and sit test while shopping or at home. Bend down in front of a mirror at home or in a dressing room to ensure your shirt or dress does not reveal too much. Also sit down in the outfit to make sure that it is still the proper length and while you are seated. Both of these tests will ensure that your outfit is appropriate for a work setting.



DRESS TO IMPRESS



Check out the [Clemson CCPD](#) Pinterest Board for examples of outfits.



Check out [Going Global](#) for help with international customs.

Business Casual for Men

Business casual should be crisp, conservative and neat. As a rule of thumb, you will not need to be in a full business suit but should also not wear any attire you would consider wearing to a picnic or sporting event.

Black or khaki pants, neatly pressed are ideal with a long-sleeved button-down shirt. Polo shirts that are pressed may also be appropriate if the environment is more casual or outdoors. Athletic shoes are not appropriate for work; you should wear nice business shoes. You can wear a tie to work, but it isn't considered necessary.



Business Professional for Men

Business professional outfits consist of a two-piece, neutral colored, matching business suit. Business professional colors are dark gray, navy, black or brown. The suit will preferably be a two or three button suit. Your shirt should be light colored and button down. Shirt should fall 1/4 to 1/2 inch below suit sleeve. Remember, ironing your shirt and suit are an important step toward looking professional.

Ties should be made of a conservative pattern that ends mid belt. Wear comfortable business shoes with dark colored socks that match your suit. The belt you choose to wear should also match the color of your shoes.

Career Center Tip

Remember, the best way to see what is appropriate dress for work is to observe others throughout your interview with the company. In an interview you can always remove a jacket or tie but can't add them later. Remember, you can never be overdressed.



UNLEASH YOUR INNER TIGER

Clemson Supports the Innovation of You

Engagement	Communication
	Collaboration
	Leadership

Mindset – Clemson wants to empower you to achieve your educational and professional goals. To be successful in life after Clemson, you'll need to polish skills you already have, develop skills you don't, and apply them in a variety of settings. This tool will help you identify how to – **UNLEASH YOUR INNER TIGER.**

Why – Employers and graduate/professional schools want you to demonstrate the knowledge, skills and attitude (a.k.a. competency) necessary for success in their respective environments.

Innovation	Adaptability
	Analytical Skills
	Technology

Who – You play the pivotal role, but Clemson will provide opportunities to develop skills essential to your success.

What – For these key competencies, Clemson has defined five proficiency levels: awareness, basic, intermediate, advanced, and expert.

Professionalism	Self-Awareness
	Integrity & Ethics
	Brand

Where – While at Clemson, you will have opportunities to develop these competencies through classes, clubs, organizations, internships, co-ops, part-time jobs, assistantships, Creative Inquiry, research, study abroad, volunteering, special projects, etc....

When – Take steps throughout the year to increase your proficiency in multiple competencies.

How – You can go through the – Learn, Act, Flex, Succeed – cycle to gain proficiency in these or any other competencies.

- ✓ Learn
I think about the problems I want to solve and what I need to learn to solve them.
- ✓ Act
I'm willing to act, try, and collaborate.
- ✓ Flex
I see opportunities where others see defeat.
- ✓ Succeed
There isn't a standard definition for success and how to achieve it. I determine the journey.



Competencies for Clemson University Students to Develop and Articulate



Engagement	Communication	Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.
	Collaboration	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.
	Leadership	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.
Innovation	Adaptability	Taking the initiative to further enhance one's skill set and being creative with ways of thinking or approaches that allow for action, reflection, failure, and resilience in an ever-changing world.
	Analytical Skills	Seizing the opportunity for organizational improvement that prompts critical thinking and problem solving by obtaining, processing, and synthesizing information.
	Technology	Employing current and emerging software and tools to solve general and industry-specific challenges.
Professionalism	Self-Awareness	Understanding one's strengths, limitations, emotions, and biases in a variety of situations and articulating how one's interests, skills, and values align with educational and professional goals.
	Integrity & Ethics	Making choices and consistently acting in a manner that displays integrity (following internal principles, morals, and values) and ethics (following external laws, rules, and norms) in personal and professional settings.
	Brand	Demonstrating the continual development of a positive reputation or image in every facet of life while seeking feedback from others to ensure congruence between one's intended and perceived reputation.



AFTER THE INTERNSHIP

- **Develop a LinkedIn Profile:** If you didn't create a profile during your internship, it's time to create one now and ask for recommendations. Before you leave your internship, you will want to ask people you have connected with to write a brief recommendation on your profile. You will notice, LinkedIn will automatically ask you to return the favor. Once you graduate from Clemson, you will be invited to join the Clemson Alumni LinkedIn group. You can join the CCPD's LinkedIn groups today by searching Clemson CCPD or Clemson CCPD-UPIC Program. Go to LinkedIn.com to start making your profile. If you already have one, update your profile today!
- **Update your Resume:** It's time to update your resume to reflect your latest internship experience. For your bullet points, don't think in terms of your position description. Think about your accomplishments. What impact did you have on the company or organization? If you can quantify your impact – even better! You can quantify your accomplishments or impact by using #'s, \$'s, or %'s. How many people did you collaborate with while working in that position? Did you monitor budgets ranging from \$5,000-\$10,000? Did your project increase a company's revenue or new clients by 7.5%? If you need help with updating your resume, be sure to come to the Career Center for a drop-in counseling session. Check out our main page for our drop-in counseling hours. Don't forget to bring a hard copy of your resume with you.
- **Connect with People who Assisted You:** It will be your last day before you know it. It's important to take the time to connect with anyone who had an impact on your experience. Let them know how they helped you develop professionally. It also shows them how important professional development is to you. Do you want to be “that intern” who just up and left without saying goodbye or thank you? Remember – you are representing yourself and the Clemson family.
- **Ask for Feedback for the Future:** We highly encourage supervisors to go over evaluations of your performance with you. There is always an opportunity to learn more about what skills and knowledge you want to acquire in your next internship to make you more marketable. Enter your final meeting with questions that relate to your future goals. It might be the last chance to ask for career advice from this person face-to-face.
- **Send a Thank You Letter/Email:** For your direct supervisor or informal mentor, take the time to do more than verbally connect with them. These people could possibly be future references for you and can now speak to your abilities. Don't take these professional relationships for granted.
- **Store Contact Information for the Future:** Take the time twice a year to reconnect with people in your network. You don't want to get a reputation for only contacting former supervisors when you need recommendations or have them serve as references. The more time that goes by since you have been in touch, the less likely someone will help you in this capacity because they won't feel like they “know you” anymore. Start storing contact information in one place and keep in touch. To help keep track of this information, create an Excel spreadsheet that includes the contact information and the last time you were in touch with this person.
- **Get Involved as an Alumni:** Once you graduate from Clemson, you will be invited to join the Clemson Alumni LinkedIn group. You can join the CCPD's LinkedIn groups today by searching Clemson CCPD or Clemson CCPD-UPIC Program.



Michelin Career Center
 The Internship Program
 316 Hendrix Student Center
<http://career.clemson.edu>
 (864) 656-6000

Drop-by to meet with a career counselor from 1:30- 3:45pm Monday through Friday. To make an appointment to discuss our internship resources, the internship search process, or ask any other questions call our office.

Clemson Abroad Office
 E-301 Martin Hall
www.clemson.edu/studyabroad
 Phone: (864) 656-2457
 Email: abroad-L@clemson.edu

Visit the Study Abroad Office for help finding the right opportunity for an international education and/or internship experience that meet academic and financial guidelines. Study abroad internship opportunities advised through the Clemson's Abroad Office are third-party providers.

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career.clemson.edu



The Center for Career and Professional Development is a member of both the Division of Academic Affairs and the Division of Student Affairs

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