



INTERN ANONYMOUS

take action towards success



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Pratt

Intern Anonymous

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Think about It: Before you say “yes” to an internship

You want to get the most out of an internship experience, but before you start, you need to be able to recognize a high quality internship site and determine which internship is best for you (not your friends, your parents, or your faculty).

What makes a “good” internship?

A good internship provides some, if not all, of the following:

- Exposure
- Guidance by a professional in the field
- Network growth opportunities
- Education specific to your field in exchange for time
- A recommendation upon completion (i.e.: formal letter, LinkedIn recommendation, Behance portfolio/work appreciation)

Where do I start looking for an internship?

By completing this simple chart, you will start to get an idea of what you need to research for internship opportunities. Reference the Appendix for some examples.

Ask yourself: Is there a professional whose career, craft, or style you admire? How did they get to that point?

	Professional Goals	Educational Goals
What do you want?		
What do you need to know?		

What kind of internship is the best fit?

Tip:

Have you completed an assignment in your coursework that you really enjoyed working on (book design, packaging, draping, table top, mold-making)?

...or...

Are you curious about how an artist runs his/her studio or has become entrepreneurial or started a business?

Think about aspects of the field you are interested in studying:

- Assignments that you have greatly valued will help you identify an internship in a professional setting to practice what you have learned. You can also consider unknowns about your field to help identify an internship program.
- Job descriptions have important key terms and phrases to look for but an **interview** will help you fully understand what you can gain from the internship.
- If you are interested in living and working in a different town, city or state, consider pursuing an internship there.

Tip:

As an underclassman it may be more cost-effective to intern near your hometown. The cost of living in New York is very high and internship wages (if any) will not fully support your lifestyle. There are great art & design internships all over the world.

- If you pursue a high quality opportunity and gain knowledge prior to working in New York, you will have a competitive edge when you do come to New York to intern or work. Experience is experience no matter where you are.

Pratt Institute Internship Program Frequently Asked Questions:

Q. What is an internship?

- An off-campus temporary position
- The emphasis of the experience is on **education** and **training** related to a student's professional pursuits or major of study
- A partnership in education between student, Pratt, and internship site
- An opportunity to explore an industry of interest and/or develop a professional creative network before graduation
- Internships can be paid, unpaid, or offer compensation such as a stipend, transportation reimbursement, merchandise, discounts, or lunch
- Internships can be for academic credit or not-for-credit

Q. What are the requirements for participation in an internship for academic credit?

- Attend an Internship Workshop with the Center for Career & Professional Development (CCPD)
- Must be a junior or senior
- 3.0 GPA
- International students must be at Pratt for 1 (one) academic year and apply for Curricular Practical Training (CPT) through the Office of International Affairs (OIA)
- For additional eligibility requirements specific to your academic department, refer to the department **Eligibility Guide**

Q. Do I have to do an internship for academic credit?

- Some internship sites/employers will require students to be enrolled for academic credit
- Some internship sites/employers let the student choose whether to do it for credit or not
- There is a 0 Credit internship course offered during the summer semester
- Fashion Design, Critical and Visual Studies and Writing undergraduate programs have curricular internship requirements
- All other departments have an elective internship course to ascribe academic credit to an internship experience

Q. What makes a “good” internship?

- Supervision: A professional artist or designer and/or someone with experience relevant to your professional interest.
- Supervisors who work with and guide you from start to end
- Orientation: Students are welcomed and provided training upon starting the internship
- Outlined objectives: Set in the beginning (including expectations for schedule, time commitment, job responsibility, additional opportunities)
- Short term: 10 to 15 weeks total

Q. The company I want to intern with has requested proof of credit/proof of enrollment. What is this and where can I get one?

- This is a typical request by organizations and companies which are for-profit
- **You can request a letter from the Assistant Director for Experiential Education. Email a letter request to career@pratt.edu or stop by East Hall 001 on the Brooklyn campus to request a letter in person.**
- Letters are provided by CCPD only and are for students enrolled in an internship course. Letters are sent out every Friday during the registration period

Q. How do I find/secure an internship?

- Tap into your existing network: talk to faculty and your Chair, your peers, family, and friends
- Conduct your own research: visit websites for companies you want to work for and check their career page
- Search for an internship on Pratt Pro (student.prattpro.com) and check the “Resources” section for your major
- Schedule an appointment with a counselor at the Center for Career & Professional Development to receive one-on-one advice for your field

Q. Is an internship for academic credit a course?

- Yes, it is a department-run class (various sections and meeting times) with dedicated faculty. Includes syllabus and assignments to be completed during the term enrolled.
- **Pratt does not offer retroactive registration for any internship**
- Internship courses are elective courses (typically studio elective credit) that are graded normally
- Students are responsible for standard tuition for internship courses except for the 0 credit, summer only option which is fee-based

- Credits are set at **minimums**: 120 hours (1 credit), 180 hours (2 credits), and 240 hours (3 credits). Credit options are flexible to a student's needs/wants
- There is a 0 credit option for the **summer only** (60-80 hours)
 - Failure to complete coursework and unprofessional behavior and conduct during the internship will result in a failing grade

Steps to Land an Internship:

Step 1: Start your search early (one semester before you intend to intern)

- Fill out the enclosed worksheets to define your interests, values, priorities.
- Create a short list of companies you want to work for
- Register for Pratt Pro, the online job and internship database (student.prattpro.com)
- Attend an Internship Workshop with the Center for Career & Professional Development (East Hall 001) – All events are listed at ccpd.pratt.edu/events

Step 2: Make an appointment with a Career Counselor to learn about what's out there!

- Come prepared—think about your internship needs (size of organization, eligibility, areas of interest, learning goals)
- If possible, bring a copy of your resume for review
- Bring questions and ideas, hopes and interests
- Make sure you understand eligibility requirements and registration deadlines—helpful to attend an Internship Workshop (see Step 1)

Step 3: Start your search

- Research artists, organizations, companies, talk to faculty and your peers
- Review the Internship Site Survey book in Career Development for firsthand information on internships in your major
- Prepare a portfolio/reel, finalize your resume and cover letter

Step 4: Secure Interviews

- Approach organizations through email, phone, or letter
- Project a professional, enthusiastic image
- Practice interviewing
- Follow up every interview with a “thank you” note

Step 5: Select an Internship Site

- International students need to obtain Curricular Practice Training authorization (CPT). Visit the office of International Affairs
- Discuss your credit load/needs with your academic advisor
- Fill out and have your employer and your advisor sign the Internship Agreement form
- Turn in **original and signed** paperwork to the Internship Manager by the due date
- Make sure you don't miss the deadline to register for your internship!

Tips for Internship Success!

1. Communicate

Show initiative on the job. When you finish one task, ask for another. Talk with your supervisor and co-workers, get involved.

2. Set Goals

Know what you hope to learn, add new skills, and gain valuable hands-on experience. Let your experience guide you to your next steps.

3. Observe

Get to know the corporate culture, dress, communication style, work flow, and how decisions are made. Note everything in your journal.

4. Be Reliable

Understand what is expected of you. Remember to be on time, take your assignments seriously, and meet your deadlines.

6. Be Enthusiastic

A positive attitude and good performance can lead to a full-time position.

7. Take it All in

Learn as much as you can about the industry and the organization. Read what is around you, talk with your supervisor and co-workers, and get involved with extra projects.

8. Network

Introduce yourself to everyone. You have begun to network.

9. Keep in Touch

Keep in touch with those you have met. Send “thank you” notes when you are done. Add everyone to your mailing list. When it comes time to look for a full-time job, they will remember you and can help.

Internship Dos and Don'ts:

Do try to obtain at least one internship during your time at Pratt.

Do set specific goals for yourself at each internship.

Do expect to be treated professionally.

Do utilize your network of faculty, peers, family and friends to get leads and contacts.

Do leave your internship with a better understanding of your field.

Do take advantage of internship and opportunity fairs, networking events and portfolio reviews to scout internship and job opportunities.

Do send “thank you” letters to all people who interview you—and all the people who help you find an internship.

Do keep in touch with key coworkers as well as supervisors from your internships.

Don't be afraid to ask questions.

Don't expect all internships to be paid.

Don't burn any bridges—even if your internship was not the best.

Don't ever give up in your internship search. Exhaust all possible internship leads and keep trying.

Don't forget to take advantage of the services in the Center for Career & Professional Development. We have leads to numerous internship opportunities, jobs, and offer free career counseling.

How Do I Decide What I Really Want To Do? A Getting Organized Worksheet

One of the most difficult parts of the internship search process is deciding what you really want to do. The best way to begin to make this decision is to complete a *self-evaluation* using the questions listed below. Think about each question and write down your answers, so that you can refer to them as you continue to research and make decisions about potential job and internship opportunities and career directions.

First things first—think about what you LIKE to do. People are most successful (and happiest) when what they do involves doing something they enjoy, so it makes sense to start by thinking about the following questions:

- **What do I like to do most?** List at least 3 things:

- **What am I most interested in?** List at least 2 things:

- **What am I best at doing?** List at least 1 thing:

Goal Setting for Your Internship Search:

It is a good idea to think about the **GOALS** you want to accomplish—both in the short and long term.

- **Short-term goal examples:** making some money to pay for school, rent or supplies or taking on an three month internship to explore your curiosity in fashion publishing
- **Long-term goal examples:** running your own business, securing a top design job at an animation studio

You will want to consider both kinds of goals when you begin to look for internships, jobs and research career options.

- **What short-term goals would I like to accomplish?** List at least 2 goals:

- **What are my long-term goals?** List at least 2 goals:

Finally, there are a number of OTHER factors that are important to consider when thinking about job and internship options, including location, work environment, and the nature of the work in question. The answers to these questions can help steer you toward the kinds of internships that will be most enjoyable for you.

- **Where would I prefer to work?** (Close to school? In the boroughs? Uptown or downtown? Another city, state, or country?) List your first and second choice:

- **What kind of environment would I like to work in?** (Small or large? Production studio or art gallery, large mega-company like MTV, or individual artist assistant? etc.) List your first and second choice:

- **What are my work preferences?** (Alone or with others? Print or web? Focusing on creativity or routine? Working with products or ideas?) List at least three preferences:

- **What personal strengths can I offer a potential employer?** (Attention to detail? Strong writing / computer / organizational / typing / filing / telephone skills? Ability to work well with others?) List at least three strengths:

- **What are my limitations?** (English language or dual language skills? Willingness to work weekends? Patience? Salary requirements?) List at least two factors that might limit your choices.

Based on your answers to the questions above, fill out the **Career Brainstorm Worksheet** on the next page. The worksheet is designed to help you organize your internship search and list of places you will apply.

- You will list your dream job, three career areas of interest, three occupations for each career area, and six jobs or internships to consider for this semester.

If you're not sure how to complete the worksheet, take a look at the sample version on the following page. You can also complete as much as you can and make an appointment to speak to your career counselor at the Center for Career & Professional Development in a one-on-one setting by calling 718-636-3506 during regular business hours.

Internship Search Worksheet

Ideal Job:

Professional Areas:

Occupations for Each Professional Area:

Internship Options/Keyword Search:

Example Internship Search Worksheet

Creative Director		
Professional Areas of Creative Directors		
Technology	Communications Design	Media/Entertainment
Occupations for Each Professional Area		
Web Design	Graphic Designer	Copywriter
Mobile App Developer	Art Director	Media Coordinator
Game developer	Interactive Designer	Public Relations Coordinator
Internship Options:		
Mobile video game developer intern	Visual communications intern	Marketing/Copywriter intern
UI/UX design intern	Multimedia production intern	Production intern

A Helpful Timeline for Finding an Internship:

The purpose of this action plan is to help you set concrete goals and a timeline for obtaining an internship. By listing the specific steps that you will need to take and assigning a deadline for each one, you can ensure that you'll be ready to start working at that great internship you've always wanted!

Fill out the "Career Brainstorming Worksheet" as many times as you need to get organized and feel good about your next steps. Then fill out the below:

- Write the name of your dream job here:

- List your three areas of career interest, *in order of preference*:

1. _____
2. _____
3. _____

- List the nine occupations you identified on the worksheet, *in order of preference*:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

- List the six internship options you listed on the worksheet, *in order of preference*:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Create Your Own Timeline

Think about the steps required to obtain any of the internships you listed above and the timeline you will need to use for each step. To make this easier, write down when you will begin each step and set a deadline for each step to be completed (below).

Phase 1: Internship research and selection	Date to Begin	Deadline for Completion
➤ Research internships by major on Pratt Pro (check out our professional listings, too!)		
➤ Select an area of interest to focus on, read, talk to professors, network with upperclassmen		

Phase 2: Resume	Date to Begin	Deadline for Completion
➤ First draft of resume (to be reviewed with career counselor at CCPD)		

Phase 3: Cover Letter Templates and “Thank You” Notes	Date to Begin	Deadline for Completion
➤ First draft of cover letter template and thank you notes (to be reviewed with career counselor at CCPD)		

Phase 4: Portfolio	Date to Begin	Deadline for Completion
➤ Update your Behance portfolio/reel and/or website on portfolios.pratt.edu		

Phase 5: Applying for Jobs	Date to Begin	Deadline for Completion
➤ Identify at least 3 - 6 opportunities		
➤ Modify resume and cover letter and/or portfolio/work samples for each application		
➤ Interviews: Find out what their eligibility criteria is for interning (credit required? Paperwork signed? Do they need a letter of formal acknowledgement from Pratt?)		