

Internship Classes



What is an internship class?

Credit-earning class that can be taken by high school or college students who want to do volunteer work to gain work experience and contacts in an interesting career. Internship class can last a few weeks, one quarter or semester, or during summer school. In some internship classes, students are paid an hourly wage.

What types of internships are available?

The internship class teacher has a list of job openings available. Or, you and your teacher may decide to find a new internship to fit your career interests in your city. Internship jobs can be at banks, real estate offices, social media companies, retail stores, radio and TV stations, medical offices, legal offices, computer repair shops, retail stores, and more. Some businesses may require interns (student volunteers) to be 18 years old to legally work around dangerous equipment such as auto repair shops, carpentry shops, construction sites, and warehouses.

What type of work will I do?

Interns (student volunteers) in legal offices will do different tasks than interns at radio stations. Interns are assigned to a supervisor who will explain job tasks. First, interns learn how to do **basic job tasks of a new worker**; then advance to more difficult job tasks. For example, basic tasks in computer repair shop may be to tag equipment for repair and call customers to pick up their fixed computers. Basic tasks in real estate offices may be to help prepare For Sale signs and Open House flyers.

What are the benefits of taking an internship class?

- 1. First, you gain real work experience and skills in the career area.** The work experience and skills you learned will help you get a better job in the future in that career or related career.
- 2. You learn about different jobs by observing workers around you.** For example, while sorting mail for a radio station, you may observe how the radio announcer handles calls during a live radio program.
- 3. You meet valuable people** who tell you about the career, allow you to use their names as references on your resume and job applications, and may help you find a job opening.
- 4. You may ask your supervisor to write a “letter of recommendation” for you.** A letter of recommendation testifies to others about your work experience, work ethic (that you were a good worker), and skills. Attach a COPY of reference letter(s) to your resume and job applications to prove you are a good worker.
- 5. Your resume and job applications are improved** because you have internship work experience, skills, and your supervisor’s name as a reference. An internship proves that you went beyond the normal school classes to learn skills. Completing an internship show that you are a hard worker, motivated, and want to learn new things. These are qualities all employers want in job applicants.



Comments from Auburn University students about their internships:

1. I learned that customer service is hard. You can not please everyone. There are people in this world that are simply difficult. I have learned that stressing over little things will not get me anywhere. I have learned to work well as a team and that without my coworkers the work would not get done. I learned to never be afraid to ask lots of questions. By asking questions I got answers.
2. Many times an internship is a wake-up call to students that they're in the wrong major, but it was the opposite for me. It confirmed that I love the television news business and want to continue with it for a very long time. Not everyone will have a great experience, but being an intern is one of the best things I've ever done!
3. This internship has been a valuable one in that I have learned how to work with many types of people in many types of situations. It has taught me to not take things so personally, that business is business and it is not personal.
4. Over the past few months I feel like I have gained so much experience and real world wisdom. I feel that I now have a good idea what it is like to run your own business and what it is like to work closely with the public on a day-to-day basis. I am so grateful for this experience in a sheltered environment. I now feel ready to conquer the world.
5. If not for this internship, I would have probably not known a lot of simple things like people notice when you show up at work just a few minutes early or late. The bosses notice if you are dressed in a manner that conveys a good impression of their company. Another thing that I learned from this wonderful experience is to keep out of office politics. Like my mother said, "If you can't say anything nice, don't say anything at all." What wonderful advice when you are trying to negotiate your way around a business filled with different personality types of people and relationships and issues.

**HOT
TIP**

QUICK CHECK:

1. a) What is an internship class? b) Do some internship classes pay students an hourly wage?
 2. a) Who has the list of internship job openings? b) List 5 places where internship jobs can be. c) List 3 types of businesses that may require interns to be 18 years old.
 3. a) Who is assigned to an intern to explain job tasks? b) What do interns first learn? c) List 2 basic tasks in a real estate office.
 4. What is the first benefit of an internship class?
 5. How do you learn about different jobs?
 6. Whom do you meet?
 7. a) What may you ask your supervisor to write? b) List 3 things a letter of recommendation testifies to others about. c) What do you attach to your resume and job applications?
 8. a) What does an internship prove? b) List 3 things completing an internship shows.
- Auburn University Students:
9. List 3 things the first student learned.
 10. Second student says that an internship is a wake-up call to students about what?
 11. What did an internship teach the third student?
 12. What does the fourth student now have a good idea about?
 13. Fifth student: a) What do people notice? b) What do bosses notice? c) What is good to keep out of? d) What did this student's mother always say?
 14. a) If you enrolled in an internship class, what type of job would you want? b) Give a reason for your choice. c) Would it be OK if you were not paid for this internship class?