

# Summer Internship Newsletter

Randolph-Macon  
Woman's College

Career Development Center  
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## Turn Co-Ops or Internships into Full-Time Jobs

by Peter Vogt, MonsterTRAK Career Coach

If you want to land an entry-level job at a specific company after graduation, the best way to do it is to first prove yourself at that company through an internship or co-op.

But you can't expect to turn an internship into a full-time job just by showing up for your assignment with a pulse and a clock to watch the time go by.

"As an intern, you are in competition with other interns for full-time openings," says Christi Lehner, director of college relations for Abbott Laboratories, where 53 percent of the company's eligible interns were hired for full-time jobs in 2003. "You need to set yourself apart and show your value to the organization."

Here's how.

### Take Your Role Seriously—Very Seriously

"Treat your internship as if it was a real job," says Megan Elias, a 2003 public relations graduate from Westminster College in New Wilmington, Pennsylvania. Elias interned with Animal Friends, an animal shelter in Pittsburgh, before landing a full-time job there.

"Whether it's a full or part-time internship—paid, unpaid or for college credits—take it seriously," Elias says.

"Work hard. Just because you're an intern doesn't mean you shouldn't take your duties seriously."

Elias knows whereof she speaks. During her special-events planning internship at Animal Friends, she coordinated a "Bark 'n' Brew" social event, handling everything from making contacts and developing a budget to publicizing the event and even working with the participating dogs.

"Be proactive," says Jessica Eichner, special events coordinator for Animal Friends, and the person who closely observed Elias during her internship. "If you see something that needs to be started or can be improved, ask your supervisor if you can take on the job—and then start working."

### Go Above and Beyond the Minimum

Anne Bennett, a 2004 chemistry graduate from the University of Colorado at Denver, is now a full-time psychiatric research position at the University of Colorado Health Sciences Center. But she says she wouldn't have gotten the job without first demonstrating her commitment to the Center's work through her internship there.

"First and foremost, I showed interest in the subject matter and offered all of my spare time to doing projects around the office," she says. "I tried to get involved in everything, and I was here as much as I could be. I was only scheduled to work 20 hours a week, but I worked, on average, approximately 30 hours per week."

### Build Strong Relationships by Listening and Learning

It's critical for you to understand that, as an intern, you don't know everything, says Carry Otto, a 2004 industrial engineering graduate from the University of Minnesota at Duluth who interned at the Fridley, Minnesota, site of weapons manufacturer United Defense.

"Listening ties in to the ability to comprehend the tasks assigned to you," says Otto, who is now an associate operations engineer from the company. "It's important that you never assume you know what your boss wants. If you have any questions, ask."

"Interns need to be willing to learn something new every day," adds Kate Marzinske, an accountant with McGladrey & Pullen in Minneapolis who interned with the firm before landing a permanent position there after graduation. "If someone asks you to do something, don't be afraid to say, 'I've never done that before, but I'm certainly willing to give it a try.'"

### Tell Colleagues You Want to Stick Around

If you want a full-time job at the organization where you're interning, make sure the people there are aware of it. Never assume, stresses Bennett.

"When I knew I was graduating, I approached one of my superiors—specifically, the administrative person who handles the money—and asked if there was extra money to hire me as a full time employee," Bennett says. "She made the balls roll and talked to my boss—and I was hired."

Now it's your turn.



**Linsey Holmes**, 2007, interning at the Central Virginia Alzheimer's Association during the spring of 2007.

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*Ultimate Shadow Experience Launched* Below

### Return of the Ultimate Shadow Experience

Get a reality check by first hand research of career options! Applications will be due in November, but students can consider possible shadow sites and work on the application now. Check out our website for details on the program and the application process!

### Important Summer Internship Information

Considering an internship with the Federal Government for next summer? Start working on your application now! The deadline to apply for most agencies is November 1st.

Thinking about an internship in Journalism? The deadline for application for next summer with most major newspapers will fall between September and December 1st!

### Check out these web-sites!

[www.rmwc.edu/cdc/internships](http://www.rmwc.edu/cdc/internships)  
[www.monstertrak.com](http://www.monstertrak.com)

**Where will our students intern next fall?**

**Anywhere!**

**Deadlines are quickly approaching.**



### Fall Internships

The deadline for Fall Semester internships is fast approaching, so start looking for internships now! The deadline for the Fall Semester is **July 1!** Talk to your advisor to get ideas, or call/e-mail Susan Perry in the CDC for more information.

### Summer Internships

Vicki Hubbard, 2007, with her students at Jubilee Family Center.

| Name               | Internship                                           | Site                                                           | Major                                    | Faculty Sponsor |
|--------------------|------------------------------------------------------|----------------------------------------------------------------|------------------------------------------|-----------------|
| Amy Banton         | Journalism Intern                                    | Lynchburg Leger                                                | Communication Studies                    | J. Gauthier     |
| Eleanor Brimmer    | Corporate Archives Intern                            | Cargill, Inc.                                                  | American Culture                         | L. Bowden       |
| Katherine Brown    | Media Intern                                         | WMBB News 13                                                   | Global Studies                           | J. Muncie       |
| Joanie Burroughs   | Intern in Law                                        | Richmond Public Defender's Office                              | Economics/ Political Science             | Non-credit      |
| Olya Chervatyuk    | Intern in Law                                        | Gardner & Mendoza, PC                                          | Economics/ Music Performance             | Non-credit      |
| Lavina Damrell     | U.S. Dept. of Commerce Intern                        | Houston US Export Assistance Center                            | Global Studies & Environmental Studies   | Non-credit      |
| Alexandra Garraton | Radiology Intern , Endontist Intern, Podiatry Intern | Private Practices: Dr. Medina, Angela Mendez, and Dr. Escalona | Spanish/ Pre-Med                         | A. Fabirkiewicz |
| Jennifer Hanna     | State Party Intern                                   | Oklahoma Democratic Party                                      | History                                  | L. Coxe         |
| Danielle Hansen    | Nutrition Program Intern                             | Camp Kum Bah Ya                                                | SOAN                                     | M. Wiggins      |
|                    |                                                      |                                                                |                                          |                 |
| Kathryn Hulbert    | Camp Counselor                                       | Double H Ranch Camp                                            | Curricular Studies                       | Non-Credit      |
| Amanda Johnston    | Wildlife Rehabilitation Intern                       | The Wildlife Center of VA                                      | Sociology/Anthropology                   | K. Warren       |
| Margaret Jordan    | Museum Intern                                        | Whitney Museum                                                 | Art Studio/ Communication Studies        | Non-credit      |
| Lauren Maier       | Theatre Intern                                       | Brevard Music Center                                           | Theatre                                  | Non-credit      |
| Olivia Marlin      | Theatre Intern                                       | Lyric Opera of Chicago                                         | Russian/ Economics                       | Non-credit      |
| Rebecca Mizelle    | Child Therapy Intern                                 | Couples and Kids                                               | Psychology                               | R. Barnes       |
| Elizabeth Nguyen   | Intern in Medicine                                   | Wake Forest Medical Center                                     | Biology                                  | Non-credit      |
| Lauren Nixon       | Program Assistant /Theatre Teacher                   | Round House Theatre, DC                                        |                                          | Non-Credit      |
| Nway Oo            | Historical Preservation                              | Preservation Institute Nantucket                               | Art Studio                               | Non-credit      |
| Hillary Peabody    | Consulting Intern                                    | Braintree Consulting, Inc.                                     | Global Studies                           | J. Abbassi      |
| Amanda Sandos      | Museum Intern                                        | Maier Museum of Art                                            | Art Studio/English                       | Non-credit      |
| Megan Steigerwald  | Camp Counselor                                       | Blue Lake Fine Art's Camp in Michigan                          | English (Literature)/Music (Performance) | Non-credit      |
| Heather Stinnette  | Child & Adolescent Psychiatric Intern                | VA Baptist Child & Adolescent Psychiatrics                     | Psychology                               | Non-credit      |
| Smirti Thapa       | International Non-Profit Intern                      | Action Aid, Nepal                                              | Economics/SOAN                           | Non-credit      |
| Elishia Webster    | Collections Intern                                   | Massillon Museum                                               | Sociology/Anthropology                   | A. Campbell     |