



STEPS TO FINDING AN INTERNSHIP

IPHA Student Section

Steps to Follow to Find an Internship

1. Learn about the internship requirements
2. Learn about yourself
3. Research internship opportunities
4. Select your potential internship sites
5. Research your potential internship sites
6. Apply for internships
7. Interview
8. Accept an internship offer
9. Complete final preparations
10. Begin the internship



Plan Ahead!



- Begin your internship preparation and searching at least nine months, if not longer, in advance of when you want to intern.
- For example, if you would like to intern over the summer semester at the beginning of June, start your internship search process ***at the very latest*** in the previous September.
- Keep in mind that many sites will have a formal internship application process. Research your sites beforehand (nine to twelve months in advance) to learn the application deadlines.

Step One: Learn About the Internship

- Meet with your advisor/internship coordinator to learn about the internship requirements
 - *NOTE: There may be a course as part of your curriculum that provides this overview. Check with your advisor to see if this is part of your required coursework.*
- Questions to ask:
 - *How many internship hours am I required to complete?*
 - *Is there a list of organizations where students have interned previously?*
 - *What is the required paperwork?*
 - *Is an affiliation agreement needed with internship organization?*

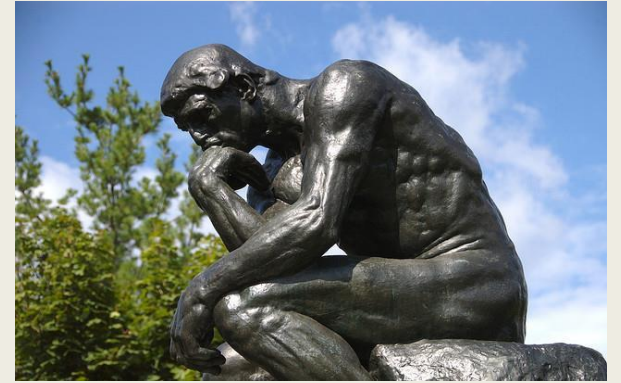


Step Two: Learn About Yourself

- Schedule an appointment to meet with a staff member of your University/College's Career Development Office to complete the following:
 - *Resume Development and Review*
 - *Personal Statement Development*
 - *Mock Interviews*
 - *Internship Opportunities Database*
 - *Job Opportunities Database*



Step Two: Learn About Yourself



- Reflect on your needs
 - *Where would you like to gain experience in Public Health?*
 - *In what organizations would you like to “get your foot in the door?”*
 - *What area in Public Health would you like to learn more about?*
 - *How many hours will you be able to intern each week?*
 - *Do you need to take any classes with the internship?*
 - *Do you need to work while completing the internship?*
 - *Will you need a car?*
 - *Can you rely on public transportation?*
 - *How long would you like to commute?*

Step Three: Research Internship Opportunities

- More websites (select Intern or Internship under Job Type or Keyword where needed):
 - *Illinois Public Health Association:* <https://ipha.com/professional-development/internship-public-health-practicum>
 - *Illinois Public Health Institute:* <https://iphionline.org/who-we-are/staff-board/positions-available/>
 - *American Cancer Society:* <https://www.cancer.org/about-us/employment-opportunities.html>
 - *American Diabetes Association:* <https://www.diabetes.org/about-us/careers>
 - *American Lung Association:* <https://www.lung.org/about-us/careers>
 - *American Red Cross:* <https://www.redcross.org/about-us/careers.html>
 - *American Academy of Pediatrics:* <https://www.aap.org/en/about-the-aap/employment-opportunities/>
 - *Blue Cross Blue Shield:* <https://www.bcbs.com/about-us/jobs-careers>
 - *Everthrive IL:* <https://everthriveil.org/careers/>
 - *Medline:* <https://www.medline.com/about-us/careers/>
 - *Candor Health Education:* <https://candorhealthed.org/careers/>



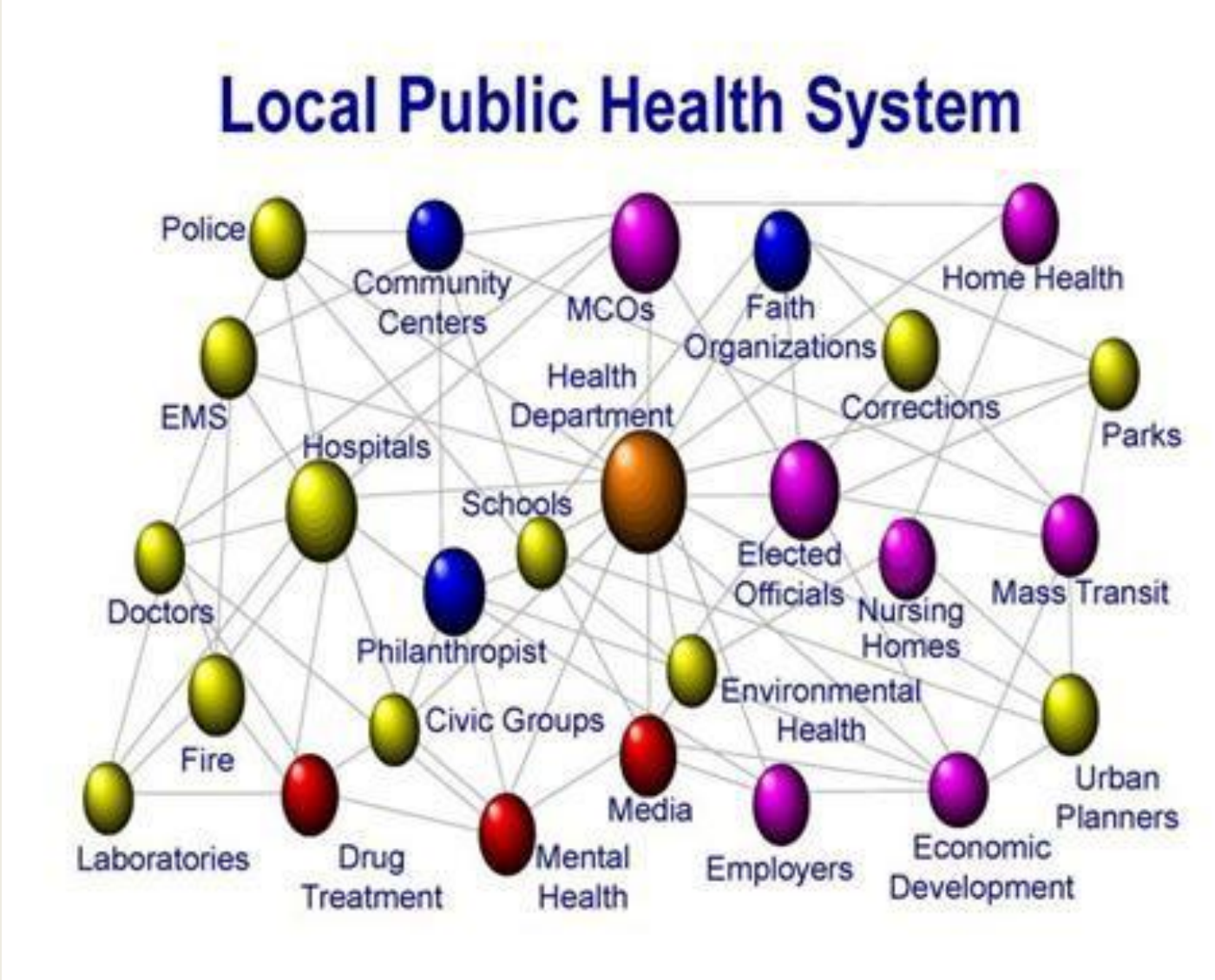
Step Three: Research Internship Opportunities

- Even more websites (search for internships)
 - www.indeed.com
 - www.idealists.org
 - www.npo.net
 - <https://mchb.hrsa.gov/about-us/job-opportunities>
 - <https://www.americorps.gov/>



Step Three: Research Internship Opportunities

Research the organizations located in your community for internship and job opportunities. Use the categories listed to the right to help guide your search!



Step Three: Research Internship Opportunities

- Look up local coalitions (use search terms including your county's name and then health coalitions or public health coalitions) to find out what organizations make up the coalition. Then look for internship and job opportunities at each of those organizations.



Step Four: Select Your Potential Internship Sites

- Develop a list of at least five organizations where you'd like to intern
- Base your list on your needs you identified in Step Two: Learn About Yourself



Step Five: Research Your Potential Internship Sites

- Research the following from the five organizations on your list:
 - Mission, vision, and values
 - Services offered
 - Departments/Organization Chart
- Create a list of questions to bring to the interview
- Prepare your cover letter and resume
 - *Tailor to the organization and internship description needs of each different organization*

Step Six: Apply for Internships

- Follow the application instructions for your top three sites
- Continue researching the remaining organizations on your List
 - *Format cover letter and resume for each*
 - *Prepare a list of interview questions for each organization*
- Be prepared that the wait may be long!
 - *Apply early*
 - *Be proactive and follow up on your application*



Step Seven: Interview



- Prepare for interviews by completing the following:
 - *Prepare your list of questions*
 - Bring them to the interview in a professional portfolio. It shows that you have prepared for the interview.
 - *Mock Interviews at the Career Development Office*
 - *Make copies of your resume*
 - Always bring copies to your interviews
 - *References*
 - Develop a list of references
 - *Make sure you contact each to prepare them for potential phone calls/emails*
 - Always bring copies to your interviews
- Remember to send a thank you!
 - *Email is appropriate*

Step Eight: Accept An Internship Offer

- Avoid accepting the first offer if it's not one you really want. Ask the interviewer if you can respond by a future date one to two weeks in the future.
 - *Always follow up!*
- Questions to ask yourself about the offer:
 1. *Which organization fits your personal interests and needs the best?*
 2. *Are your abilities suited to the organization?*
 3. *How did you get along with your supervisor in the initial interview?*
 4. *Consider the general work atmosphere – employee relations, dress, etc.*
 5. *How much responsibility will you have?*
 6. *Is your project worthwhile? How will it help the community? Who is going to benefit from the work you do?*



Step Nine: Complete Final Preparations

- Meet with your Internship Coordinator to let him/her know you have an internship
 - *Complete all required pre-internship paperwork*
 - *Ask any last questions*
- Make arrangements with work
- Make arrangements with family/roommates
- Prepare your wardrobe



Step Ten: Begin the Internship

■ Tips for During the Internship

- *Be reliable and on time*
- *Show initiative*
- *Act and dress professionally*
- *Ask for meaningful work*
- *Be prepared for some filing and general office assistance. It shouldn't be your whole internship. If that begins to occur, talk to your preceptor.*
- *Check in regularly with preceptor*
 - Check with him/her to see if you can drop in or schedule a meeting
- *Discuss problems early. If unsure how to approach it, contact your Internship Instructor for guidance.*



■ Remember to add your internship to your resume

- *Have a staff member of your University/College's Career Development Office review it*