



What is an Internship?

An internship is a hands-on work experience that is directly related to your career interests. It can be paid or unpaid, full or part-time, and can take place during the summer or academic year. The benefit to you is a practical, real-world experience that provides an understanding of different industries, career fields and employers. You can apply your academic talents in the “working world” and develop new skills. An internship also provides valuable networking opportunities.

How do I prepare for my internship search?

- ✓ **Establish specific goals.** Determine two or three potential career fields that are compatible with your interests, skills and values. For assistance, visit the Career Center in 303 Martindale to complete career assessments that can help you determine your career interests, skills, and values.
- ✓ **Get involved in campus organizations related to career interests.** Employers will look to student involvement and leadership as they decide on intern candidates. Student organization participation and contribution also provides you skills and experience that you can highlight in your marketing materials.
- ✓ **Prepare your marketing materials.** Update and target your resume to your interested career field. Learn how to write a cover letter. Sharpen your interviewing skills by practicing.
- ✓ **Network with people in your fields of interest.** Perform informational interviews and network with alumni, faculty, family, friends, past internship supervisors and employers. Use a variety of resources including LinkedIn and the Ole Miss Alumni Association.
- ✓ **Identify, research and initiate contact with potential employers.** Make a targeted list of employers. Search employer databases to find organizations by industry and geographic location. Create a list of employers of interest and contact them directly to inquire about openings (if not posted). Apply to openings with a targeted resume and cover letter.
- ✓ **Follow up with all contacts.** It is your responsibility to follow up with employers within a week or two after applying for a position. Be polite and professional and keep it short.
- ✓ **Get organized and stay on schedule.** An internship search can last anywhere from 3-6 months, so schedule time into your week on a regular basis. Think of your internship search as another class. Create a system to track your progress, i.e. spreadsheet or filing system. List employers of interest, networking contacts, important dates, and follow-up items.
- ✓ **Attend internship workshops and panels.** Check your College Central Network account for dates and times.

Internships: Credit or Non-Credit?

Whether or not an internship is paid or unpaid, with or without credit, it offers you a wonderful learning experience.

Non-Credit Internships: These are the majority of internships in which Ole Miss Business students pursue. There are no specific academic requirements or qualifications that you must meet to accept an internship. You and the employer determine the job responsibilities and time commitment.

Academic Credit: You may enroll in the [BUS 300 internship class](#) to receive academic credit. Please speak with your academic advisor for more details.



How do Ole Miss Business Students find internships?

1. College Central Network: www.collegecentral.com/olemissbusiness

- The College Central Network is the Ole Miss Business School's job and internship database and is utilized to post jobs, internships, and other career related information for students pursuing a Bachelor of Business Administration (BBA) degree.
- Click [Here](#) to Register
- Once registered: Click on "My School's Jobs" to search for internships posted specifically for the business school.

2. Handshake: <https://olemiss.joinhandshake.com>

- Handshake is the University of Mississippi's online job and internship database and it is available to all Ole Miss students and alumni.
- Click [Here](#) to Register
- Once registered: Click "Jobs" on the top then select "Internship" under "Job Type" on the right. Select additional filters to narrow down search.
- Vault (Click "Career Center" → Resources). Resource for in-depth intelligence on top jobs and internships.
- Going Global (Click "Career Center" → Resources). Resource for international jobs and internships.

3. LinkedIn: <https://www.linkedin.com>

- **Student Jobs and Internships:** <https://www.linkedin.com/jobs/search/> - Filter "Experience Level" to "Internships" to view over 50,000 internships.
- **Network with Ole Miss Alumni:** (Search bar → University of Mississippi → See Alumni) – Network with alumni based off Geographic Location, Industry, and Company.

4. Websites: indeed.com, Internships.com, internqueen.com, idealist.org, ziprecruiter.com, teamworkonline.com, and glassdoor.com are just a few websites that compile internship postings.

5. Federal Government: usajobs.gov, cia.gov, fbi.gov, nsa.gov, gogovernment.org

6. Disney: www.DisneyCollegeProgram.com; www.DisneyInterns.com

7. Campus and Networking Resources:

- Part-Time Job and Internship Fair (School of Business): (College Central Network → Events)
- Career Fairs and other Career Events (University): (Handshake → Events)
- <http://www.outreach.olemiss.edu/internships/>: Washington/New York/Atlanta Internship Experience
- Campus Networking Events (University, Career Center, Ole Miss Alumni Association, School of Business)

8. Internships Abroad: Search <https://studyabroad.olemiss.edu/> → Program Type "Internship Abroad"

Want individual internship assistance? Contact our internship coordinator Wesley Dickens at wdickens@bus.olemiss.edu or call 662-915-6546 to schedule an appointment.