This packet of information is designed to assist you throughout your internship process. The following items are reviewed in this packet:

- The purpose of an internship
- The difference between co-op and internships
- The things you need to consider when searching for an internship
- The U.S. internship legal information
- The steps you should take during your internship
- The definitions of professional dress code
- The actions you should take after completing your internship

**PACKET KEY**

- Indicates information that applies to internships within the U.S.
- Indicates information that applies to internships abroad.
- Indicates information that applies both U.S. and international internships.

Hendrix Student Center, Suite 316
Box 344007
Clemson, SC 29634-4007
864.656.6000
A part of Center for Career and Professional Development
WHY PARTICIPATE IN AN INTERNSHIP?

An internship is a form of experiential learning that integrates classroom knowledge with career-related work experience to prepare students for the demands of today’s workplace. Internships can be on-campus, off-campus or international experiences. Students should look for internships that provide learning goals, supervision, and evaluation where you can apply your classroom learning to “real world” experiences, enhance your education, and add value to the employer. Typically, interns participate in projects or work alongside professionals as they tackle day-to-day challenges.

WHAT IS AN INTERNSHIP?

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### DIFFERENCES BETWEEN INTERNSHIPS AND CO-OP ASSIGNMENTS

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<th>INTERNSHIPS</th>
<th>CO-OP ASSIGNMENTS</th>
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<tr>
<td>The Center for Career and Professional Development offers opportunities for United States internships and international internships in all majors. Employers post their internships, interview students on campus, or view electronic resume books via ClemsonJobLink, an on-line job listing service.</td>
<td>The Cooperative Education Program is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by companies who participate in the program as teaching partners. Co-op students select a schedule of companies to interview. About 95% of co-op students match with a teaching partner.</td>
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**Contact:** 864.656.6000, recruit_L@clemson.edu  
http://career.clemson.edu  

**http://www.clemson.edu/coop**

| Length: Students will complete their internship either part-time or full-time typically during one semester. 1. Fall or Spring: U.S. Internships are offered during these semesters run 14-16 weeks. International Internship time frames may vary based on the country. 2. Summer: U.S. internships during the summer run for 10-14 weeks. International Internship time frames may vary based on the country. | Length: For engineering students, a minimum of... • 3 Rotations - Two 18-Week Semesters - One Summer Semester For non-engineering students, a minimum of... • 2 Rotations - One 18-week Semester - One Summer Semester Common for non-engineering students, such as Packaging Science and Business students, to complete back-to-back rotations • Spring-Summer or Summer-Fall |

| Assignments: Interns enhance their career development while exploring interests and gaining work experience related to their field of study. Internships may involve a project that relates to a student’s major and career interest. | Assignments: Students’ experiences are monitored and evaluated by an academic staff of co-op advisors to ensure a successful teaching and learning process. Engineering co-op students secure at least 1 year of full-time experience by graduation. |

| Compensation: Most United States positions are paid, but some will be voluntary depending on the field. International internships are normally unpaid, because of visa qualifications. | Compensation: Co-op assignments are paid positions. Of the co-op assignments that will require students to relocate, most provide assistance with housing. Some teaching partners provide other benefits, such as paid leave. |

| Location: Most Clemson interns are in the southeast, while some are in other areas such as overseas. Companies in the U.S. are often willing to assist with locating housing and in some cases will contribute to housing expenses. | Location: More than half of co-op assignments are in South Carolina, but there are co-op students on assignment throughout the United States. A small number of assignments are located in other countries. |

| Eligibility: Varies. Employers determine necessary qualifications. | Eligibility: A minimum Clemson University GPA of 2.50 is required to be eligible to enter the program, although some companies require higher GPA. |

| Important dates: The Career Fairs are excellent recruiting tools and are held in mid-September and January to February each year. Positions are also posted in ClemsonJobLink, an online job listing service. For international internships, students are encouraged to participate in the International Study Abroad Fair in early February. | Important dates: The Co-op Interview Days event is held in October and March. Students enter the program the semester before their starting rotation. The Co-op Program has more than 300 company teaching partners and approximately one-third of these companies come to campus each semester to interview students for their open co-op assignments. |

| Courses Offered: Various classes/credit dependent on major INT 1010 Part-Time 0 Credit Hours (Off-Campus) INT 2010 Full-Time 0 Credit Hours (Off-Campus) INT 1510 Part-Time 0 Credit Hours (UPIC) INT 2510 Full-Time 0 Credit Hours (UPIC) INT 3010 Full-Time 3 Credit Hours (International) | Courses Offered: There are multiple Co-op Program courses. A co-op advisor will guide the student regarding the appropriate course selection. Students must satisfy certain requirements to receive a grade of Pass for each course. |
SEARCH TIPS FOR INTERNSHIPS

1. **Figure out what you are looking for in an internship.** You should not start looking for an internship before you have sat down and answered the following questions:
   - Why am I looking for an internship? Is it for work experience, academic credit, or a different reason?
   - Knowing that obtaining an internship is a process that requires planning, when am I looking to intern?
   - Do I want an on-campus internship (UPIC) or off-campus internship?
   - Do I want to consider an international internship? Can I afford to pay for an international flight, visa cost? Have I checked with financial aid to see if my scholarships can be applied to the expenses?
   - Are there language requirements associated with the international internship?
   - If the internship is unpaid, can I still afford to take the position? What are my rights? Check out p.7
   - Are there any geographical constraints, or am I willing to travel/temporarily relocate?
   - What type of organizations/work environments/industries align with my interests, abilities, and values?

2. **Start researching internship opportunities.** Now that you have a clear idea of what your ideal internship is, there are a number of ways to begin looking for opportunities. Start looking about 4-6 months before your desired start date for United States internships. Students looking to participate in international internships should start looking a year in advance to allow for documents like a passport and visa to be processed. Utilizing as many resources as possible will optimize your options.
   - Job search websites for both U.S. and international internships can be found starting on p.10
   - Come into the Center for Career and Professional Development for a drop-in or appointment.
   - Attend a career fair and information sessions to begin networking and talking to representatives of organizations that you would like to work with and find out if they have internship opportunities.
   - Add Clemson CCPD on Facebook and Twitter to see companies interested in Clemson students.
   - To find out more about INT 3010 the international internship opportunities through our office, please review the CCPD website, attend INT 3010 info sessions, and attend the Study Abroad Fair.

3. **Narrow down the results and apply for internships.** Now that you have found opportunities that interest you, start applying. The ideal number of applications for United States internships depend on the type of internships that you are applying for (i.e., national programs vs. a local business), but you should apply to somewhere between 5 and 20+ internships. Normally international interns are placed in an internship site by a 3rd party company. To apply for internships, you may need to consider some of the following:
   - Develop a tracking method, possibly in Excel, to assist you in keeping information in one place.
   - Most positions will require a resume and cover letter specific to each organization. There is a lot of information on how to develop a resume and cover letter on the Michelin® Career Center website. If you already have one, bring it in to the Career Center to have it critiqued before sending it. Make sure you bring a hard copy of the resume with you. If you can bring a position description, even better! For help with resumes for international internships, the 3rd party provider who will be arranging your internship normally has resources available to tailor it specifically to the country you will be working in. Also look at Going Global for information on different customs pertaining to jobs internationally.
   - Many organizations will ask you for references. Before beginning the application process, seek out people (e.g. professors, previous employers, etc.) who are willing to serve as positive references for you. You never want to assume someone will serve as a reference for you.
   - Some positions may require an unofficial (more common) or official transcript. For an unofficial transcript, see iROAR. For an official transcript, go through the Registrar. Official transcripts are $12 per copy, and you should allow at least one full business day for the Registrar to process your request.
   - Certain internship programs may require you to submit a writing sample.
   - Some organizations, especially those with large internship programs, will have you fill out a formal application for the position.
SEARCH TIPS FOR INTERNSHIPS

4. Wait for responses. This step is arguably the hardest part. For United States internships, it may take up to a month to receive responses about your applications (if you even receive a response at all). One to two weeks after you have submitted your application, follow-up with the organization to make sure it received your materials. Pay attention to deadlines, and once a deadline has passed, contact the organization again to see if it needs additional information and find out when interviews are being conducted. Be persistent, but not annoying. For international internships, the 3rd party provider will update you throughout the process.

5. Interview for positions. Arrange an interview whenever possible. Some organizations have on-campus interviews at the Michelin® Career Center. For international internships, expect to have an interview with the perspective company to help ensure it is the right fit for you. Your 3rd party provider will help guide you on how to prepare for the interview and what to expect. Once you have interviews scheduled, our career counselors can help you prepare for the interview by doing mock interviews. There are resources on our website under the “Interview Tips” section. You can also take advantage of ClemsonJobLink, a virtual mock interview where you can critique yourself and practice answering interview questions. Step 1: Go to career.clemson.edu and login in to ClemsonJobLink – using your Clemson username and password. Step 2: Click “Mock Interviews” on the main page or under the “Resources” tab, click “Mock Interviews.” Step 3: Locate a suitable pre-established mock interview, or design your own.

6. Accepting a position. Consider all internship offers. Compare every internship offer with the guidelines that you set for yourself in the first section. Before you accept a position, be sure to get all of the details (e.g. compensation, description, etc.) in writing. If you were rejected from any organizations, take it as a learning experience and try to find out if there was anything that would have made your application stronger. Once you have secured an internship, consider signing up for an academic internship course through your major or through the Off-Campus Internship Courses (INT 1010 or INT 2010), UPIC Courses (INT 1510 or 2510) and our International Internship Course (INT 3010). Also see our “How to Register for INT” guide for assistance.

U.S. AND INTERNATIONAL INTERNSHIP POSTING PATTERNS
ESSENTIAL QUESTIONS FOR INTERNATIONAL INTERNSHIP PROGRAM

1. How long has the provider been around and how many interns have they placed over the years?
   Ensure that the organization you choose has successfully connected hundreds (or preferably thousands) of students with employers.

2. Does the provider have established partnerships with any universities?
   If you can’t find any universities that endorse the internship program, it may be a sign that the provider isn’t established enough in quality or history to meet the standards of Clemson University. Clemson’s CCPD and Study Abroad offices go through vetting third party providers, collaborating on programming, and going through legal paperwork and risk assessment.

3. Can you talk to alumni/references?
   Organizations with a solid track record are usually able to track down an alum or two for you to speak with about their experiences. While not always a necessity, it can be helpful to speak with someone who is not on the organization’s payroll to hear an unbiased account of the program that you are exploring.

4. What is the provider’s internship placement method?
   A quality internship is the most important part of your program, so you’ll want to get as much detail as possible on how the provider works behind the scenes to ensure a great opportunity. If you get a vague answer or it sounds too good to be true, it probably is.

5. Do you get to interview with your potential supervisor or is the match confirmed for you without a formal conversation?
   You will want to get as much information about the company, culture, and role before confirming your internship, and an interview with your supervisor will be the best way to ensure that you are a good fit for the company.

6. Does the provider have their own staff on the ground?
   If a program has their own staff on the ground, it ensures a consistent program delivery. Working through partners can create an added risk of inconsistent program quality and a lack of clarity or lag in communication. Having a local expert will prove to be helpful if you need advice and recommendations or in case of an emergency.

7. Is an internship placement in your career field 100% guaranteed?
   Or will you be stuck somewhere that has nothing to do with your career goals? If a provider can’t guarantee you an internship in your field of interest, it may not be worth committing.

8. Will you have your internship confirmed before you arrive on location?
   Some providers ensure your internship well before you leave, with others you may have to wait until you arrive.

9. Will you have a dedicated point of contact?
   You’re going to have tons of questions before you travel abroad, and it’s helpful to have a central person who knows you and understands what you’re looking to accomplish while abroad. Having a point of contact can help to ensure you will only have to talk through your unique situation once, instead of having to tell multiple people repeatedly. The point of contact is especially helpful if serious issues arise.

10. What are the provider’s health and safety protocols?
    Health and safety abroad is something that isn’t fun or particularly interesting to discuss, but it’s incredibly important. You’ll want to ensure the organization you go through has comprehensive systems in place and isn’t winging it as things situations occur.

11. What happens during the preparation stage? How do you get information and advice?
    How does the provider send you the materials and information you need: mail, email, webinars, website/web portal? How do you send them your information? Is the provider responsive and timely in answering your questions?

    There can be sticker shock looking at the cost of an international program but is important to account for all the costs during your life changing experience. A provider may look cheap but double check to see if these things are included or à la carte.

13. Is academic credit included?
    Determine how important earning college credit is to you. If the answer is “extremely important,” see if there is credit built into the program that can transfer back to Clemson, or look into the CCPD’s INT 3010 course. If you have an internship requirement for graduation, it can make things fairly easy.

Resources consulted: Global Experiences - 25 Essential Questions for Choosing the Right Internship Program
KNOW YOUR RIGHTS ABOUT UNPAID U.S. INTERNSHIPS
WITH FOR-PROFIT COMPANIES

Did you know that many unpaid internships violate the law and that students in unpaid internships give up many of their rights without even knowing it?

What’s the big deal?
Students often feel they need to take an unpaid internship to get their foot in the door. Within the past few years, there have been several lawsuits filed by unpaid interns against employers- both for violating Department of Labor regulations and for discrimination. Students must do their research before accepting an unpaid internship and know their rights in the event those rights are violated while interning.

Department of Labor Guidelines
The U.S. Department of Labor has established a strict set of guidelines for employers hosting interns in the for-profit sector.

When a for-profit employer hires an unpaid intern, all six of the following criteria must be met.

1. The internship, even though it includes actual operation of facilities of the employer, is similar to training that would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Source: U.S. Department of Labor Fact Sheet #71

It is hard to imagine that an employer would not derive some sort of advantage from an intern’s work, and that’s the piece of the test that typically is not met. Therefore, most interns must be paid.

Workers’ Compensation
When an employee is injured on the job, the company’s Workers’ Compensation plan will pay for related healthcare bills, loss of pay, etc. However, if an unpaid intern were to get hurt on the job, the company would not be required to pay any damages to the unpaid intern since they do not meet the official definition of an employee. Legally, in order to be considered “an employee,” the person must receive compensation.

Discrimination and Harassment
In addition to not being covered under Workers’ Compensation plans, unpaid interns are not covered under Title VII, which protects against discrimination and harassment. Let’s say an intern’s supervisor makes unwanted sexual advances toward him or her. Can she sue for sexual harassment? Not unless she is an employee- which, by definition, requires that she receives compensation. The same holds true for racial discrimination and discrimination based on sexual orientation.

Resource produced by- Clemson University CBBS Student Enrichment Office
Moral Issue - Class Disparity
From a moral perspective, many people find unpaid internships to cause disparity among students from different socio-economic groups. Consider Student A who is from a wealthy upper-class family and Student B who is from a rural middle-class family. They both have a GPA over 3.00 and both are offered an internship with their dream company - the internship is unpaid. Student A can afford to take the unpaid internship because Student A’s parents can assist with any expenses over the summer and during the academic year. Student B has to turn down the internship because Student B has to work to save money for living expenses for the upcoming year. This situation leads to Student A gaining more experience and, in theory, obtaining a better job upon graduation.

Bottom Line
If you want to ensure you have rights at the internship workplace, be certain the internship is paid. You are paying for the course through your tuition dollars. When a company offers credit as compensation, they are expecting you to pay to work for them.

What should I do?
Be certain to have some sort of written agreement with your employer. The agreement will protect both you and the employer. The agreement should include, at a minimum, the following information:
• Start and end dates for the internship
• Pay rate hourly or stipend
• If the company won’t pay hourly or a stipend, try to see if they could pay for your living expenses, travel or gas
• Learning goals (remember you should be involved in setting these learning goals too!)

Many organizations already have some sort of internship agreement in place. If they do not, the Center for Career and Professional Development can assist them in developing one. If they decline to have such a contract with an intern, do you really want to work there?

If you ever experience any actions from a co-worker or supervisor that you think are inappropriate or questionable, consult with the Center for Career and Professional Development. In our office we are well-versed in the legalities of internships and can help you determine your next steps.

If at all possible, only accept a paid internship. A paid internship ensures that you are protected against discrimination and harassment and that you have all the rights of any other employee at the organization.

Don’t always assume that everything will be fine because you know the supervisor or have a family member who works there, etc.

(Important Note: The rules for internships in humanitarian, civic, charitable or religious non-profit entities are different. The 6 point test is only used to assess the legality of an unpaid internship at a for-profit entity.)

Need more help? Email:
Troy Nunamaker, MEd, MHRD
tununama@clemson.edu

Resource produced by- Clemson University CBBS Student Enrichment Office
The State Department is committed to assisting U.S. citizens who become victims of crime while abroad. The State Department can help:

- Replace a stolen passport
- Contact family, friends, or employers
- Obtain appropriate medical care
- Address emergency needs that arise as a result of the crime
- Explain the local criminal justice process
- Obtain information about your case
- Connect you to local and U.S.-based resources to assist victims of crime
- Obtain information about any local and U.S. victim compensation programs available
- Provide a list of local lawyers who speak English

If you are the victim of a crime overseas:

- Contact the nearest U.S. Embassy or Consulate. Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- Contact information for U.S. Embassies and Consulates overseas can be found on The State Departments website or by going to our individual Country Specific Information pages.
- To contact the Department of State in the U.S., call 1-888-407-4747 (from the U.S. or Canada) or (202) 501-4444 (from overseas).
- Contact the local police to report the incident and get immediate help. Request a copy of the police report.

For more information on safety procedures and embassy contacts for specific countries please visit: https://travel.state.gov/content/passports/en/country.html
**INTERNSHIP WEBSITES**

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<td>International Internship Websites</td>
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<td>College Consortium for International Studies</td>
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<td>Connect 123</td>
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<td>Cultural Vistas (Previously AIPT)</td>
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<td>Internship Listings by Location (Local, State, etc.)</td>
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<td>Student Housing</td>
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**VISA WEBSITES**

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<td>Australia</td>
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<tr>
<td>Europe</td>
<td>[<a href="http://www.eurovisa.info/">http://www.eurovisa.info/</a>]</td>
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<tr>
<td>France, Switzerland, UK, and China</td>
<td>[<a href="http://www.aipt.org/">http://www.aipt.org/</a>]</td>
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<td>South Africa</td>
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<td>United Kingdom</td>
<td>[<a href="http://www.ukvisas.gov.uk">http://www.ukvisas.gov.uk</a>]</td>
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<td>Worldwide</td>
<td>[<a href="http://www.projectvisa.com/">http://www.projectvisa.com/</a>]</td>
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**Other International Resources**

- The World Fact Book
- Lonely Planet
- IE Passport’s Country of the Month

**Clemson Abroad Office**

E-301 Martin Hall  
www.clemson.edu/studyabroad  
Phone: (864) 656-2457  
Email: abroad-L@clemson.edu

Visit the Study Abroad Office for help finding the right opportunity for an international education and/or internship experience that meet academic and financial guidelines. Study abroad internship opportunities advised through the Clemsons Abroad Office are third-party programs.

For more internship resources please visit:  
https://career.clemson.edu/internship_programs/off_campus_internships/students/domestic.php  
For more international internship resources please visit:  
https://career.clemson.edu/internship_programs/off_campus_internships/students/international.php

**Going Global—The Michelin Career Center’s Premier Site**

http://career.clemson.edu/students/internships/international.php

43 countries including South Africa, the UK, Italy, Belgium, Korea, Spain and Canada
Definition: Third party placement programs will place you in an internship that fits your criteria in the country that you desire. Typically they handle most of the details, including your visa, but they do charge a fee for their service and are generally for-profit organizations.

**THIRD PARTY PLACEMENT PROGRAMS AND ESTABLISHED INTERNSHIP PROGRAMS**

| AIFS: American Institute for Foreign Study | GlobalLinks Learning Abroad |
| Boston University Study Abroad Program | Institute of International Education |
| CAPA International Education | IES: Institute for the International Education for Students |
| Center for International Studies | ISA-ELAP: International Studies Abroad |
| Connect-123 | Ikando |
| Cultural Embrace | International Internships |
| Cultural Vistas | Intrax Global Internships |
| Dream Careers | The Mountbatten Internship Programme |
| EUSA | Next Steps China |
| Global Experiences | |

**VOLUNTEER PROGRAMS**

| American Council for Voluntary International Action |
| Amerispan Unlimited |
| Amizade, Ltd. |
| Asia/US Public Service Exchange Programs |
| Cross-Cultural Solutions |
| International Partnership for Service Learning |
| International Volunteer Peace Programs |
| ProWorld |
| Service Civil International-International Volunteer Service |
| Volunteer in Africa |
| Volunteer Match: Where Volunteering Begins |
| Volunteers for Peace |

*Note- The electronic version of this document with hyperlinks are available on our website for your convenience.*

For more international internship resources please visit: https://career.clemson.edu/internship_programs/off_campus_internships/students/international.php
MAXIMIZING THE INTERNSHIP

- **Ask Questions:** As a student you have the ability to engage with professionals in a way you may not be able to once out in the career force. Asking questions to clarify your experience and understand an industry field will help you to engage in interactions within your work environment. By asking a question, you are building the knowledge you will need in the future and forming relationships with industry professionals.

- **Develop Professional Relationships:** Building a professional network is a part of finding out about opportunities in the future. By taking the time to connect with people in your office, you are developing relationships that over time can be beneficial toward your job or over your future career. It is much easier to build connections with someone when you are in the office than once your internship has been completed.

- **Set Personal Goals:** Setting personal goals at the beginning of an internship can help you to better advocate for your needs with a supervisor. By being able to explain your goals, you will be to articulate what you hope to get out of an internship and are more likely to walk away with the experience you expected.

- **Conduct Informational Interviews:** Informational interviewing is an important skill to develop and one you will utilize throughout your career. By doing an informational interview, you should be able to gather information about an occupation or an industry, learn more about a career that you might like to do (education, skills, experience required, challenges, etc.), clarify and confirm your career choice, make contacts and expand your professional network.

- **Develop a LinkedIn Profile:** If you don’t already have a profile, it’s time to create one. Before you leave your internship, you will want to ask people you have connected with to write a brief recommendation on your profile. You will notice, LinkedIn will automatically ask you to return the favor.
DRESS TO IMPRESS

Check out the Clemson CCPD Pinterest Board for examples of outfits.

Check out Going Global for help with international customs.

Business Casual for Women
Business casual allows female professionals to add a little more variety to their wardrobe than business professional. Some trends that are currently taking place in business casual are adding a splash of color by wearing brightly colored, solid ensembles or mixing and matching skirts, pants, cardigan and blazers while still following business length and guidelines. While business casual allows for a more relaxed look, this type of dress code does not mean you can wear a polo and jeans to work.

Shoes should be closed toe, although you may be able to get away with a sandal that is neither extremely dressy nor casual depending on your work place. Flip flops, chunky heels, and platforms, are not appropriate in a work setting.

Business Professional for Women
Business professional means that you should wear a conservative two-piece matching business suit. Knee-length skirts or pantsuits are both appropriate. Business professional colors are dark gray, navy, black or brown. Light colored blouses or professional button down shirts should be worn underneath your suit jacket. Make sure that the shirt you are wearing is both appropriate with or without your suit jacket.

Shoes should be low-heeled and closed toe pumps. Remember to keep your accessories to a minimum. A small necklace, ring, and a pair of earrings are the maximum amount of jewelry you should have on for a business professional outfit.

Career Center Tip
To make sure your outfit is work ready, try the bend test and sit test while shopping or at home. Bend down in front of a mirror at home or in a dressing room to ensure your shirt or dress does not reveal too much. Also sit down in the outfit to make sure that it is still the proper length and while you are are seated. Both of these tests will ensure that your outfit is appropriate for a work setting.

Resources consulted: UGA Career Guide, UCONN Internship and Co-op Guide
DRESS TO IMPRESS

Business Casual for Men
Business casual should be crisp, conservative and neat. As a rule of thumb, you will not need to be in a full business suit but should also not wear any attire you would consider wearing to a picnic or sporting event.

Black or khaki pants, neatly pressed are ideal with a long-sleeved button-down shirt. Polo shirts that are pressed may also be appropriate if the environment is more casual or outdoors. Athletic shoes are not appropriate for work; you should wear nice business shoes. You can wear a tie to work, but it isn’t considered necessary.

Business Professional for Men
Business professional outfits consist of a two-piece, neutral colored, matching business suit. Business professional colors are dark gray, navy, black or brown. The suit will preferably be a two or three button suit. Your shirt should be light colored and button down. Shirt should fall 1/4 to 1/2 inch below suit sleeve. Remember, ironing your shirt and suit are an important step toward looking professional.

Ties should be made of a conservative pattern that ends mid belt. Wear comfortable business shoes with dark colored socks that match your suit. The belt you choose to wear should also match the color of your shoes.

Career Center Tip
Remember, the best way to see what is appropriate dress for work is to observe others throughout your interview with the company. In an interview you can always remove a jacket or tie but can’t add them later. Remember, you can never be overdressed.

Resources consulted: UGA Career Guide. UCONN Internship and Co-op Guide

Check out the Clemson CCPD Pinterest Board for examples of outfits.

Check out Going Global for help with international customs.
AFTER THE INTERNSHIP

• Develop a LinkedIn Profile: If you didn’t create a profile during your internship, it’s time to create one now and ask for recommendations. Before you leave your internship, you will want to ask people you have connected with to write a brief recommendation on your profile. You will notice, LinkedIn will automatically ask you to return the favor. Once you graduate from Clemson, you will be invited to join the Clemson Alumni LinkedIn group. You can join the CCPD’s LinkedIn groups today by searching Clemson CCPD or Clemson CCPD-UPIC Program. Go to LinkedIn.com to start making your profile. If you already have one, update your profile today!

• Update your Resume: It’s time to update your resume to reflect your latest internship experience. For your bullet points, don’t think in terms of your position description. Think about your accomplishments. What impact did you have on the company or organization? If you can quantify your impact – even better! You can quantify your accomplishments or impact by using #’s, $’s, or %’s. How many people did you collaborate with while working in that position? Did you monitor budgets ranging from $5,000-$10,000? Did your project increase a company’s revenue or new clients by 7.5%? If you need help with updating your resume, be sure to come to the Career Center for a drop-in counseling session. Check out our main page for our drop-in counseling hours. Don’t forget to bring a hard copy of your resume with you.

• Connect with People who Assisted You: It will be your last day before you know it. It’s important to take the time to connect with anyone who had an impact on your experience. Let them know how they helped you develop professionally. It also shows them how important professional development is to you. Do you want to be “that intern” who just up and left without saying goodbye or thank you? Remember – you are representing yourself and the Clemson family.

• Ask for Feedback for the Future: We highly encourage supervisors to go over evaluations of your performance with you. There is always an opportunity to learn more about what skills and knowledge you want to acquire in your next internship to make you more marketable. Enter your final meeting with questions that relate to your future goals. It might be the last chance to ask for career advice from this person face-to-face.

• Send a Thank You Letter/Email: For your direct supervisor or informal mentor, take the time to do more than verbally connect with them. These people could possibly be future references for you and can now speak to your abilities. Don’t take these professional relationships for granted.

• Store Contact Information for the Future: Take the time twice a year to reconnect with people in your network. You don’t want to get a reputation for only contacting former supervisors when you need recommendations or have them serve as references. The more time that goes by since you have been in touch, the less likely someone will help you in this capacity because they won’t feel like they “know you” anymore. Start storing contact information in one place and keep in touch. To help keep track of this information, create an Excel spreadsheet that includes the contact information and the last time you were in touch with this person.

• Get Involved as an Alumni: Once you graduate from Clemson, you will be invited to join the Clemson Alumni LinkedIn group. You can join the CCPD’s LinkedIn groups today by searching Clemson CCPD or Clemson CCPD-UPIC Program.
Drop-by to meet with a career counselor from 1:30-3:45pm Monday through Friday. To make an appointment to discuss our internship resources, the internship search process, or ask any other questions call our office.

Clemson Abroad Office
E-301 Martin Hall
www.clemson.edu/studyabroad
Phone: (864) 656-2457
Email: abroad-L@clemson.edu

Visit the Study Abroad Office for help finding the right opportunity for an international education and/or internship experience that meet academic and financial guidelines. Study abroad internship opportunities advised through the Clemson’s Abroad Office are third-party providers.