

## HACC Internships: Learning Beyond the Classroom

Final\_Internship.avi

<https://youtu.be/p-80xWzgchA>

[Fade in music]

[Fade in on static screen with text]

Internships: Learning Beyond the Classroom

Ricole Jayman – Internship Coordinator

HACC – Lancaster Campus

[Cut to new screen with text]

I can do an internship?

[Fade to RICOLE sitting and talking to camera]

### **RICOLE JAYMAN – Internship Coordinator**

Hi, HACC students, my name is Ricole Jayman, and I am the internship coordinator here at the HACC Lancaster campus. I wanted to talk to you today about the internship opportunities that are available for you and first I'm gonna talk to you about all the career services that we do offer in Main 221, the career and transfer office. You can get some assessments, learning about what your passions are, what your major could be. You can also research some of the schools you may be interested to transfer to. We also have information about openings, some jobs, full time jobs and part time jobs and even have your resume reviewed by one of our staff, so please feel free to drop in, especially on Tuesdays, anytime from 2-4 you can come in and speak to anyone one of us that is there. Lorie Sonnen, Jennifer Alleman, and myself, and we'll be happy to assist you or you can also make an appointment, so please feel free to drop in Main 221.

[Fade to text on screen]

What is an internship?

[Fade to RICOLE]

### **RICOLE**

So here we are, I'm the Internship Coordinator, so what do I wanna talk to you about? Internships. So you may be asking yourself, well what is an internship? Well, an internship is an experience where you will be able to use the knowledge that you're learning in the classroom and putting it to use in a real-world setting around other professionals. That's what you're here for, right, to learn how to be a professional. Internships can be offered as part-time experiences, full-time experiences, and what's really nice that employers do offer flexible schedules for students, because they know you're a student first and an employee for them as an intern second. You can get an internship as credit or non-credit experience. I will be talking about that a little bit later.

[Fade to text on screen]

Why do I want to do an internship?  
And by want... I mean you NEED to do one!

[Fade to RICOLE]

### **RICOLE**

So now that you know what an internship is, you might be asking yourself, well why do I want an internship? Well, let me tell you some reasons why. First, you'll be able to start networking with other professionals who are already in the field. These people can connect you to educate you and to be great resources and references for you as you start to look for your permanent positions. You can also gain new skills. While internships allow you to use the knowledge that you already have, you're going to be able to learn new skills in a professional setting, working with others by attending meetings, going to functions, and learning about the hot topics that are in your field. You'll also be able to gain experience and with this experience, you'll be able to put that on your resume. When you read postings, you see that they're asking for one or two years of experience. Well let me tell you that employers consider your internship as experience. So you will definitely have a leading edge over another person who does not have experience by doing an internship. And finally, recruiters are using internships as a way to see if the student is someone they would want to hire. And if you do a really great job as an intern, and if they have a full-time position, you'll be the one that they offer the position to. So these are just a couple reasons why you should have an internship, so please consider to participate with the internship program here at HACC.

[Fade to text on screen]  
How do I find an internship?

[Fade to RICOLE]

### **RICOLE**

So now that you know what an internship is and why you want an internship, how are you going to get started to find your internship? Well, let me tell you that there are so many people out there who can help you. First I would recommend that you start by asking family and friends who were in the industry that you want to get into and ask if there are any internship opportunities available at their company. Also ask your professors, they may know people who already are in the field and have openings in their company as well. Use our office in the Career and Transfer office in Main 221. Employers are always sending us information about potential opportunities that they have. Also use different online searches, but again just be a little bit careful, because anyone can post to those. We use [CollegeCentralNetwork.com/HACC](http://CollegeCentralNetwork.com/HACC) for students to view positions that employers are posting specifically for our HACC students. Also, I would strongly recommend that you attend the events on and off campus, that way you can speak directly to the employer and it's always important to follow up with them to let them know that you're interested to pursue an internship opportunity with them. So again, use any and all resources and you will find that internship.

[Fade to text on screen]

What do I need to get an internship?

[Fade to RICOLE]

**RICOLE**

So what do you need to apply for an internship? You need your resume and your cover letter and guess what, in Main 221 in the Career and Transfer office we can help you to develop those documents. We have a great packet that is for free for you to take along with you that provides various samples of resumes and cover letters so get started today. Also pay attention to specific instructions that any employers want you to complete. They may have a specific application for you to complete, so make sure that you do follow the instructions. Make sure that your resume and application and your cover letter are perfect and they are complete. This is the first impression the employer has of you, so make sure that it's a great one.

[Fade to text on screen]

Can I do an internship for credit?

[Fade to RICOLE]

**RICOLE**

So guess what, you can actually earn credits to your program requirements by doing an internship. Some majors here at HACC do offer courses that you can enroll in while you complete your internship requirements, you can earn credit. So, to check this out, you want to make sure that you talk to your faculty advisor and see if that is a possibility for you. On the flip side you can do an internship for non-credit experience, but you do want to make sure you know the requirements of the employer, because some do require that you do the internship for credit. So, check it out, take advantage, and talk to your faculty advisor, and learn about your options.

[Fade to text on screen]

How do I get started?

[Fade to RICOLE]

**RICOLE**

So, now that you're the experts on internships, what's the next step? Well let's get started, so please feel free to visit me in Main 221, and I am happy to help you through every step of the process. Also, feel free to talk to your faculty advisor and learn about the options that are available for you as well. So, I also want to let you know that you can start networking at the end of September. The internship fair will be hosted here at the HACC Lancaster Campus. A great way to network with employers while they're here on campus. So, let's get started I hope to see you in Main 221.

[Fade to black]  
[Music fades out]