



# **Idaho State University**

## **Student Internship Manual**

# Table of Contents

What is an internship? .....	2
What is the benefit of participating in an internship? .....	2
Length of internships .....	2
Internship Resources .....	3
How do I find an internship? .....	4-5
Internships for International Students .....	5
Internship Coordinators by College and Department .....	6-13



## What Is An Internship?

Internship is a broad term that incorporates opportunities which provide quality hands-on experience related to a student's chosen career where students can expand on what they have learned through their coursework. An internship may be paid or unpaid, for credit or not for credit, local or out of state. Existing work experience may qualify as an internship, or could potentially qualify by adding on new responsibilities in your job.


## What Is The Benefit Of Participating In An Internship?

As it has been stated previously, internships are a great opportunity for you as a student to gain quality career-related experiences to build your resume, determine whether the field is a good fit for you, and make connections in your career field before graduating and applying for jobs in that field. Internships give you real world experience in your chosen area of study. This is important to put on a resume when looking for other job opportunities. Participating in an internship is often an enriching and challenging experience that for many students is an important and useful way of identifying a fulfilling career. Internships are also a way for employers to see if you are an individual they would want to bring on full-time after the internship is completed and you are finished with your degree. Many interns receive offers of employment from companies they have interned for.

## Length of Internships

The length of time and hours worked in an internship is variable depending on the department, field, internship site, and other factors. The internship can range from a few hours a week to a full-time job. Every experience is unique. The duration of an internship can also vary, from a single semester to several years. More time-intensive internships are common during the summer months or during a semester that a student does not attend classes, but a student may also have a less time-intensive internship while still taking classes. Internships are based upon availability and the needs of both the employer and the individual student.

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# INTERNSHIP RESOURCES

## Student relationship with major department

It is crucial for you in starting to look for an internship to contact and visit with your department faculty members. Faculty members and Department Internship Coordinators can help you navigate through finding good prospects for internships in specific areas of study. In many instances, internship related experiences are an integral part of a program of study even if they are not called internships. Some additional terms to look for include: co-op, practicum, rotation, clinical experience, externship, and student teaching.

## ISU Career Center as a resource

While it is your responsibility as a student to take the active lead in finding your own internships, the ISU Career Center is a valuable resource for you to use to obtain materials and other sources of help to increase the student's effectiveness in qualifying for and finding an internship experience. A key area in which the ISU Career Center can help is in reviewing your resumes and providing practice interview experiences.


## Resume

Many organizations will want to see the qualifications and work experience a student has related to the proposed internship. Before you start your search for an internship it is important to have an updated resume to submit to an organization. Make an appointment with the ISU Career Center to have a career counselor look over your resume and provide feedback. Your resume will help showcase how you will be a good fit for the position.

## Practice Interviews

To improve your skills prior to interviewing for an internship, make a practice interview appointment with a career counselor at ISU's Career Center. They will provide you with an experience and feedback that will help you perform better in your real interview.

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## How Do I Find An Internship?

It is important to contact the Department Internship Coordinator for a student's major. This is the person who can help students see what internships are available in their field in the local community and beyond. Look in a current academic catalog under your major to see if there are opportunities to earn academic credit for internships within your chosen major. Even if internship credits are not listed, it is still recommended to talk with the Department Internship Coordinator to see what internship opportunities are available.

### Bengal Jobs

Bengal Jobs is a great resource for students in their search to find an internship which will match their chosen major/career. Bengal Jobs is an online source of job and internship listings which can help students find businesses that are currently offering internships or have previously offered internships in the student's area of interest.

In order to log on to Bengal Jobs, a student will need their Bengal ID number. If you are not yet registered for Bengal Jobs, click on "Click here to register!" under the login button and fill in your information:

- 1) Type in the user name and password  
User Name: Bengal ID number  
Password: last four digits of Bengal ID number
- 2) Then go to Job Search tab
- 3) Click on Job Search to find current listings, or Past Job Postings (inactive)
- 4) Choose Internship as position type
- 5) Next choose Job Category of interest
- 6) Click Search

This will bring up a list of internships which are currently available (or have been available in the past if you selected Past Job Postings). The list may include internships that are local, within the state, or out of state. It is up to the student to decide what will fit them best.

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# How Do I Find An Internship?

## Networking

Do not overlook or under-value the people who you are close to and interact with on a daily basis. It is important to use the people and resources around you to increase your chances of finding an internship that fits you and your major. Think of these contacts as your personal network. Enlist the help of these people by telling them that you are looking for an internship in a particular field and asking who they may know in that field. The more people that make up your network, the greater area it will cover, increasing your chances of finding a quality internship.

When given a lead by one of your contacts, it is important to quickly follow up on it. It is also important to send a thank you note or letter to any prospective organization who lets you interview with them. Positions are found quickly many times because of the effectiveness of networking. When an intern is recommended by a trusted employee, co-worker, or someone else within the organization their opinion is highly valued. Ways in which you can network includes but does not limit you to the following examples:

- Faculty members of your major department
- Friends and family
- Church or volunteer associations
- Campus organizations
- Honors groups
- Job fairs
- Local community businesses
- Community newspapers
- Online social networking sites (if used professionally)
- What is the benefit of participating in an internship?

## Internships for International Students

There are specific rules regarding internships for international students. The U.S. Bureau of Citizenship and Immigration Services (USCIS) must approve off-campus work opportunities for international students. For this reason all international students should contact their international advisor for further information about restrictions, forms, and processes regarding attaining internships as an international student. Information can also be found through the ISU International Programs Office home page: <http://www.isu.edu/iso/>  
Click on Current Students, then Off-Campus Employment Info.

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## Internships by Department

The following pages list initial department contacts organized by colleges and then department in alphabetical order. The current (2010-2011) Department Internship Coordinator is listed, but if that changes or that person leaves, contact your department to see who has taken over this position.

## Initial Department Contact for Internships and Related Experiences by College and Department

### College of Arts and Letters

Anthropology:

Dr. Richard Holmer – 282-3509, holmrich@isu.edu

American Studies:

Dr. Terry Engebretsen – 282-2610, engebret@isu.edu

Art and Pre-Architecture:

Rudy Kovacs – 282-2488, kovarudo@isu.edu

Communication & Rhetorical Studies:

Dr. John Gribas – 282-2695, gribjohn@isu.edu

Economics:

Dr. Tesa Stegner – 282-2393, stegtesa@isu.edu

English & Philosophy:

English: Dr. Margaret Johnson – 282-2478, johnmarg@isu.edu

Philosophy: Dr. Russell Wahl – 282-2392, wahlruss@isu.edu


Foreign Languages:

Dr. Pamela Park – 282-3740, parkpame@isu.edu

History:

Kevin Marsh – 282-2877, marskevi@isu.edu

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International Studies:

James Newman – 282-2799, newmjame@isu.edu

Mass Communications:

Photography: Tim Frazier – 282-3233, fraztimo@isu.edu

Advertising: Dr. Martine Beachboard – 282-5395, beacmart@isu.edu

Television: Tom Hallaq – 282-6453, halltom@isu.edu

Journalism: No one at this time, but the department will assign an advisor

Graphic Design: Paula Jull – 282-4260, jullpaul@isu.edu

Military Science:

No internships

Music:

Dr. Randy Earles – 282-3636, earlrand@isu.edu

Political Science:

Dr. James Newman – 282-2799, newmjame@isu.edu

Psychology:

Dr. Shannon Lynch – 282-2110, lyncshan@isu.edu

Sociology, Social Work & Criminal Justice:

Sociology – Dr. Ann Hunter – 282-3463, oakeann@isu.edu However, they don't offer internships

Social Work – Staci Jensen-Hart – 282-3369, hartstac@isu.edu

Criminal Justice – Dr. Greg Leavitt – 282-4968, leavgreg@isu.edu

Theater/Dance:

Dr. Sherri R. Dienstfrey – 282-3204, diensher@isu.edu

Women's Studies:

Dr. Erika Kuhlman – 282-5675, kuhlerik@isu.edu


## College of Business

The first contact for the College of Business would be Sam Peterson – 282-2966, petesam@isu.edu to get an application packet. Then take that application packet to the individual department.

Accounting:

Dr. Robert Picard – 282-4067, picarobe@isu.edu

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Computer Information Systems:

Dr. Kregg Aytes – 282-3357, aytegreg@isu.edu

Finance:

Dr. Steve Byers – 282-4509, byerstev@isu.edu

Management:

Dr. Jim Jolly – 282-3455, jolljame@isu.edu

Marketing:

Dr. Sandra Speck – 282-4344, specsand@isu.edu

## College of Education

All undergraduate students should first contact Paula Mandeville – 282-5164, mandpaul@isu.edu

Educational Foundations:

Dr. Peter R. Denner – 282-4232, dennpete@isu.edu

Educational Leadership:

Dr. Mark Neill – 282-5646, neilmark@isu.edu

Educational Learning and Development:

Dr. David Mercaldo – 282-3809, mercdavi@isu.edu

Instructional Methods and Technology:

Dr. Dotty Sammons-Lohse – 282-2569, sammdott@isu.edu

Sport Sciences and Physical Education:

Dr. Michael Lester – 282-4563, lestmich@isu.edu

Dr. Karen Appleby – 282-5613, applkare@isu.edu

## Division of Health Sciences


Communication Sciences and Disorders and Education of the Deaf:

Speech/Language Pathology – Sarah Knudson – 282-2219, knudsara@isu.edu

Audiology – Dr. Mary Whitaker – 282-2190, whitmary@isu.edu

Sign Language Studies/Educational Interpreting – Emily Turner – 282-5341, turnemil@isu.edu

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Counseling:

Dr. Linwood Vereen – 282-2304, verelinw@isu.edu

Dental Hygiene:

Undergraduate – Don't have internships because it doesn't apply

Graduate Studies: Dr. Linda Boyd – 373-1805, boydlind@isu.edu

Health and Nutrition Science:

Dr. Willis McAleese – 282-2792, mcalwill@isu.edu

Health Care Administration:

Dr. Leigh Cellucci – 282-4386, cellemil@isu.edu

Nursing:

Dr. Diana McLaughlin – 282-2437, mcladian@isu.edu

Physical and Occupational Therapy:

Dr. Trent Jackman – 282-3065, jacktren@isu.edu

Physician Assistant:

Ann Smalley – 282-5473, smalann@isu.edu

Radiographic Science:

Chuck Francis – 282-2871, franchar@isu.edu

Institute of Rural Health Studies:

Dr. Cyndy Kelchner – 282-6457, kelccynd@isu.edu

Pharmacy

All Pharmacy students should speak to Dr. Cynthia Culbertson – 282-3223, cynthia@pharmacy.isu.edu

## College of Science and Engineering

Biology:


Graduate Students: Dr. Jack Rose – 282-4261, rosewill@isu.edu

Undergrad Students: Dr. Terry Bowyer – 282-4082, bowyterr@isu.edu

Chemistry:

Dr. Karl De Jesus – 282-2673, dejekarl@isu.edu

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Geology:

Dr. Glenn Thackray – 282-4387, thacglen@isu.edu

Mathematics:

Dr. Robert Fisher – 282-3664, fishrobe@isu.edu

Physics:

Dr. Steve Shropshire – 282-2212, shropshi@physics.isu.edu

Engineering:

All Engineering students should speak to Miriam Dance – 282-2969, dancmira@isu.edu

## College of Technology

Aircraft Maintenance Technology:

Peter Stewart – 232-8485, stewpete@isu.edu

Automotive Collision Repair & Refinishing Technology:

Don Beamis – 282-3305, beamdon@isu.edu

Automotive Technology:

Mike Fisher – 282-3605, fishmich@isu.edu

Bachelor of Science Health Science: Unknown

Building Construction Technology:

Dennis Callaghan – 282-5804, calldenn@isu.edu

Business Information:

Marcella Enos – 282-3298, enosmarc@isu.edu

Civil Engineering Technology:

Clifton Merrill – 282-4215, merrclif@isu.edu

Computer Aided Design Drafting:

Michael Wheelock – 282-2217, wheemic2@isu.edu

Computer Business Equipment Technician:

Weldon Hill – 282-3897, hillweld@isu.edu



Computer Software Development Technology:  
Paul Naas – 282-4527, naaspaul@isu.edu

Computerized Machining Technology:  
William Gibbs – 282-3262, gibbwill@isu.edu

Cosmetology:  
Barbara Fitch – 282-2881, fitcbarb@isu.edu

Culinary Arts Technology:  
Chef David Miller – 282-3327, milldav1@isu.edu

Dental Laboratory Technology:  
Diane Edmunds – 282-3141, edmudian@isu.edu

Diesel/Diesel Electric Technology:  
Ivan Bullock – 282-5814, bullivan@isu.edu

Early Childhood Care and Education:  
Betty McQuain – 282-4637, mcqubett@isu.edu

Electromechanical Technology:  
Lawrence Beaty – 282-3321, beatlawr@isu.edu

Electronic Systems Technology:  
Shane Slack – 282-3269, slacshan@isu.edu

Electronic Wireless Telecommunications Technology:  
Vance Hawley – 282-3271, hawlvanc@isu.edu

Electronics Technology Core:  
Steve Larson – 282-3092, larsstev@isu.edu

Emergency Management:  
Mike Mikitish – 373-1763, mikimich@isu.edu

Energy Systems Engineering Technology:  
Lawrence Beaty- 282-3085, beatlawr@isu.edu

Fire Services Administration:  
Mike Mikitish – 373-1763, mikimich@isu.edu

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Geomatics Technology:

Dr. Rajendra Bajracharya – 282-5705, bajrraje@isu.edu

Graphic Arts/Printing Technology:

Amy Smith – 282-3275, smitam@isu.edu

Brian Hawk – 282-3275, hawkbria@isu.edu

Health Information Technology:

Formal Internship required by department, contact Wade Lowry – 282-3738, lowrwade@isu.edu

Informal, contact with Wade Lowry or Glenna Young – 282-4524, younglen@isu.edu

Human Resource Training and Development:

Dr. Robert Croker – 282-2884, crokrobe@isu.edu

Information Technology Systems:

Weldon Hill – 282-3897, hillweld@isu.edu

Instrumentation Technology:

Terry Snarr – 282-4005, snarterr@isu.edu

Laser/Electro-Optics Technology:

Kathy Buffaloe – 282-0391, blomkath@isu.edu

Law Enforcement:

Cal Edwards – 282-2144, edwacal@isu.edu

Marketing & Management Occupations:

Toni Davis – 282-3363, davirose@isu.edu

Massage Therapy:

Susan Beck – 282-4287, becksus2@isu.edu

2 other websites listed as a reference for any student interested in the Massage Therapy program:

[www.amtamassage.org](http://www.amtamassage.org) & [www.nctmb.org](http://www.nctmb.org)

Medical Assisting:

Norma Bird – 282-4317, birdnorm@isu.edu

Paralegal Studies:

Kay Christensen – 282-5846, chrikay@isu.edu

Physical Therapist Assistant:

Darin Jernigan – 282-4742, jerndari@isu.edu



Practical Nursing:

Judy Lewis – 282-5418, lewijudy@Isu.edu

Practical Nursing Outreach:

Judy Lewis – 282-5418, lewijudy@Isu.edu

Registered Nurse (Associate's Degree):

Dr. Linda Smith – 282-1044, smitlin4@isu.edu

Respiratory Therapy:

Steve Swope – 282-3653, swopstep@isu.edu

Robotics and Communication Systems Technology:

Shane Slack – 282-3269, slacshan@isu.edu

Web Site Design and Management:

Karla Stroud – 282-3180, strokarl@isu.edu

Welding:

Randy Humpherys – 282-4473, humprand@isu.edu

