



# Talk of the Trade

An Exploration of Career Related Issues

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University of Oregon

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## Get the Competitive Edge: Focus on Internships

### Boost Marketability Through Internships

Preparing for future employment can be easy. All a student needs is a little help.

Internships can provide that help by strengthening an individual's skills and, in turn, making that person more marketable to even the most demanding employer. Real-world experience polishes the rough edges of natural aptitude and lays a firm foundation under a student's classroom knowledge. The individual who's been tested in a practical environment and has succeeded is the one in demand.

Jenny Lim, a recent graduate, found the transition from college to the working world to be greatly eased by her internship with the College of Education's Dean's Office. She owes her success, in part, to that opportunity to practice her skills outside the classroom.

"For a foreign student who has had school all my life with no working experience, the On-Campus Internship Program was definitely a positive experience," said Lim. "I managed to sharpen both my verbal and written skills while working in that office, skills that are very important for a journalism graduate with an emphasis in public relations," Lim added.

Barbara Surtees also feels that her intern-

ship at the Erb Memorial Union Recreational Center offered her a much-needed chance to gain experience supervising people in an office environment.

"This internship enabled me to sharpen my organizational and management skills which are assets to have for any job after graduation," Surtees said.

Yet marketability depends on more than skill alone. Part of the polish an individual gains from an internship comes from a more realistic perspective of the working world.

Jolayne Houtz, news editor for the *Oregon Daily Emerald*, agrees that her internship gives her a close hard look at the realities of the newspaper business. She believes she has a better grasp of the responsibilities, the pressures, and the teamwork that must go in to putting together a newspaper, a view which she might not have had without her internship.

By tempering classroom theory with practical experience, a student can increase his value in the eyes of prospective employers. In fact, internships may be the passport to that first job after graduation.

The following are some of the **Internship Resources** available in 221 Hendricks Hall 10 - 5:00, Monday through Friday.

- 1) The Technology and Society Internship Directory. Author: Student Pugwash Internship Clearinghouse. Date: 1985 - 1986.
- 2) Student Guide to Business Internships. Author: Intern Research Group. Date: 1984.

- 3) 1985 - 1986 National Directory of Arts Internship. Author: Warren Christensen.
- 4) Mass Media Internship Guide. Vol. 1 - Print. Vol. 2 - Broadcast. Author: Ronald H. Claxton.
- 5) Internships in Federal and State Government.
- 6) 1st Annual 1985 Graduate Group.

### What Supervisors Expect

In the workplace, the boss expects the employees to perform to the best of their ability. Supervisors in an internship are no different. After all, an internship is a job, and making it a positive experience takes real commitment to excellence.

Supervisors in the On-Campus Internship and Career Development Internship Programs believe that self-management, analytical and communication skills are the key to making an internship work for all parties concerned. If an individual has strength in these three areas, he can handle the job responsibly and be an asset to his fellow workers.

Reliability, responsibility and efficiency on the part of the intern are the self-management skills most helpful to a busy supervisor. "My schedule can often be hectic," said Gina Huston, On-Campus supervisor to public relations interns at the Career Planning and Placement Service. "I don't have the time to be looking over my interns' shoulders to see if they're getting their work done. I really appreciate a student's ability to work independently and on schedule," Huston added.

Analysis is another useful ability for it is used in virtually every internship experience. Being able to review a document or a situation

and cull the important factors from it will stand an intern in good stead with his supervisor.

Communication is perhaps the most important skill an intern can possess. According to K.J. Gent, Career Development supervisor to sales interns at the Hilton Hotel, meeting peoples' needs by attentively listening to and talking with them is invaluable.

J.B. Bartel, Director of Communications and Development at the College of Education, agrees with Gent. He believes, furthermore, that communication between the supervisor and the intern needs to be stressed as well as interaction between the intern and other staff or community members.

"I want the internship to be as helpful and meaningful to me as much as to the student," Bartel said. "I always encourage interns to come talk to me whenever they have questions or problems," he said.

If an intern can illustrate that he's willing to work and make the experience the best it can be, the supervisor may be less likely to think of the student as just a student or just an intern. That person becomes an individual. In the workplace, that's an important distinction.

### Career Planning and Placement Service

Office hours 8:30 - 5:00 Monday thru Friday

Drop-in Counseling 1:30 - 4:30 Monday thru Friday

Career Information Center 10:00 - 5:00 Monday thru Friday.

### Internship / Practicum Directory

#### I. Interdisciplinary Programs:

##### 1. Career Development Intern Program

Debbie Chereck, Assistant Director  
244 Hendricks Hall. Phone: x3235.  
Off-campus placements for arts and sciences majors and minors

##### 2. ESCAPE

Vicki Handy, Student Coordinator  
111M EMU. Phone: x4351.  
Public school; community service agencies

##### 3. On-Campus Internship Program

Office of Student Development  
Steve Bardi, Assistant to Director  
364 Oregon Hall. Phone: x3216.

##### 4. University Community Action Program

Anita Runyan, Director  
108 Hendricks Hall. Phone: x3813.

#### II. Check with your academic department:

1. Some require field placement for graduation

ie: Leisure Studies; Education; Planning, Public Policy, and Management

2. Some maintain active listings of placements related to major

ie: Journalism, Telecommunications & Film

3. Some award credit for well-designed self-initiated internships

ie: Business, Journalism

#### III. Check the internship directories located in 221 Hendricks Hall, Career Information Center:

ie: 1985 Internships  
1985-86 Internship Notebook

Join us at the Internship Revue during Career Week, April 16th in 108 - 111 EMU.