Internships at Leeds: Student Guide

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The Journey
Nationally, nearly 91% of employers who responded to the National Association of Colleges and Employers (NACE) Job Outlook 2017 survey preferred that their candidates have work experience, and 65% of the total group indicated that they preferred their candidates to have relevant work experience.

As a result, 81% Leeds undergraduates pursue one or more internships during their academic career. Of those internships, 88% are paid and 60% convert to full-time offers. And when it comes to placement, 2018 graduates with one or more internships were placed at a rate of nearly 95%; those with two or more internships were placed at a rate of approximately 97%.

A Leeds Internship Defined
A traditional internship is “any deep dive, independent, hands-on work experience occurring at any point during college accumulating a minimum of 120 work hours within a six consecutive month period,” as defined by the National Undergraduate Business Symposium (NUBS).

Internships are a vital aspect to the student learning journey, connecting classroom knowledge to real world application and dramatically increasing career readiness.

Internship Wages
At Leeds, the vast majority of internships are paid, with undergraduate students earning between $12-15/hour and graduate students earning $20+/hour in compliance with FLSA laws. The US Department of Labor fact sheet regarding internship programs under the Fair Labor Standards Act can be found [here](#).

Academic Credit
Leeds general policy: The Leeds School of Business does not offer internships for general academic credit (for information on program-specific internship requirements, see below). If an employer requires a student to receive credit for an internship, the student may register for the one-credit option offered by University Career Services (separate from Leeds Career Development), which will allow students to be eligible for such internships. You can learn more about this option [here](#).
Academic internships and Leeds Certificate Programs: There are several specific business certificate programs at the Leeds School of Business that have experiential learning requirements that can be fulfilled by an academic internship. These certificates are listed below for your reference:

- **Global Business Certificate:**
  The [Global Initiatives](#) department approves internships using the general course listing MGMT 4910: Academic Internship in Management (1-3 credits). The Global Internships program has a list of pre-approved internships, but if students want to source their own internship, the center has provided guidelines [here](#).

- **Operations and Information Management (OPIM) Certificate:**
  The [OPIM certificate](#) also approves internships using the general course listing, MGMT 4910: Academic Internship in Management (1-3 credits). OPIM faculty require students to draw up a Project Charter related to their internship experience. For more details, click [here](#).

- **Real Estate Certificate:**
  As a requirement of the [Real Estate Certificate](#) program, students must enroll in REAL 4810: Real Estate Internship, a three-credit course offering which requires the completion of an internship totaling ~150 work hours over the course of 10 weeks.

- **Deming Center & Center for Education of Social Responsibility:**
  Other Leeds Academic Centers have internship requirements, or experiential learning requirements that can be fulfilled by internships, but do not have an accompanying course listing. The Deming Center for Entrepreneurship requires 60+ hour internship while CESR has an experiential learning requirement, which can be fulfilled by an internship. To learn more about Deming, click [here](#). To learn more about CESR, click [here](#).

**Reneging Policy**

Reneging is considered dishonest and unethical and carries serious implications. It not only reflects poorly on you, but potentially damages Leeds' reputation and our relationships with employers. The Leeds School of Business expects the highest level of professionalism from all students, alumni, and employers in every stage of the job or internship search. This includes professionalism as it relates to interviewing and negotiating, and also includes not reneging on a job you have accepted. Accepting a new job offer, after you have already accepted an offer with another employer, is defined as 'reneging' and is one of the most serious professional offenses in the job search process.

Reneging for any reason (change of mind, multiple offers, etc.) not only causes problems for the employer in the short-run, but can also have long term implications for your own career progression and personal brand with other recruiters. In the world of social media, word travels fast across recruiting networks and can have long-term impacts on your future opportunities. We have advised employers that recruit on campus and from the Leeds School of Business to give students an adequate amount of time to make decisions and to avoid "exploding bonuses". If you are feeling pressure to accept offers before you are ready, please consult with your Leeds Career Advisor or the Career Development Office immediately for advice on strategy and communication with employers.

The consequence for reneging on an offer is an immediate block from Handshake and from events sponsored through Career Development. You will not be able to search for positions, participate in on-campus interviews or attend career fairs. In order to regain access to the system, you will be required to meet with the Executive Director of Career Development to discuss the issue, how it may have been handled differently, and how to make amends with the employer.
Before...
Make an appointment with your Career Advisor
- How to use an internship to explore a career
- Set goals for the experience (what do you want to learn, what you will do to learn, how you will know if you achieved it)

Things to Know Before Day One
- Who is your supervisor?
- What time & day do you start?
- What are your job duties?
- Where is the office?
- What is the dress code?
- Parking / RTD

Become Familiar with the Organization
- Company mission
- Product, services or programs
- Divisions and/or departments

Stages of an Internship

<table>
<thead>
<tr>
<th>Anticipation</th>
<th>Disillusionment</th>
<th>Confrontation</th>
<th>Competence</th>
<th>Culmination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excitement &amp; anxiety, worrying about being prepared.</td>
<td>Excitement wears off; disappointment about reality of professional world.</td>
<td>Re-examine goals &amp; expectations; discuss goals with mentors &amp; supervisor.</td>
<td>Morale, professionalism &amp; productivity increase; feel part of organization</td>
<td>Pride in accomplishments &amp; sadness about experience ending.</td>
</tr>
</tbody>
</table>
Maximizing the Experience

Remember an internship is a job that may start you on the path to a great career. This is a time to explore whether this industry is right for you (and vice versa). Pay close attention to everything that happens, keep a positive outlook, take initiative and read below for other words of advice.

### DRESS CODE 101

<table>
<thead>
<tr>
<th>Dress Code</th>
<th>Used for</th>
<th>Musts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual</td>
<td>in-class meetings and outdoor events</td>
<td>• This is a non-dress code</td>
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<tr>
<td></td>
<td></td>
<td>• Wear what makes you comfortable (i.e. jeans are OK)</td>
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<tr>
<td></td>
<td></td>
<td>• Tennis shoes or nice sandals</td>
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<tr>
<td></td>
<td></td>
<td>• NO sweat pants/shirts or athletic attire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• NO shorts, tank tops or flip flops</td>
</tr>
<tr>
<td>Business Casual</td>
<td>informal meetings &amp; workshops</td>
<td>• Typical attire in an informal workplace</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Khakis/dress pants</td>
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<tr>
<td></td>
<td></td>
<td>• Nice top (e.g. polo, button down, blouse)</td>
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<tr>
<td></td>
<td></td>
<td>• Loafers, flat shoes, Sperry's</td>
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<tr>
<td></td>
<td></td>
<td>• NO jeans, short skirts</td>
</tr>
<tr>
<td>Business Professional</td>
<td>for an interview, career fair or formal business event</td>
<td>• Suit, ties and dresses</td>
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<tr>
<td></td>
<td></td>
<td>• Stick to business colors: black, navy blue, gray or brown</td>
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<tr>
<td></td>
<td></td>
<td>• Look polished and clean</td>
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<tr>
<td></td>
<td></td>
<td>• Dress shoes, pumps (low-heeled)</td>
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<tr>
<td></td>
<td></td>
<td>• NO short skirts, open-toed shoes</td>
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### STRATEGIES

#### Be Professional
- Bring your “A” game
- Be on time
- Leave your personal life at the door
- Be polite, friendly, respectful and flexible
- Avoid office drama (seriously)

#### Networking
- Attend meetings, trainings, social events...as much as you can
- Request short informational meetings with those in your department
- Eat lunch with others

#### Taking Initiative
- Be open to praise and criticism
- Ask questions for clarification - it is okay not to know something
- Step up to help other team members (even when it’s not asked of you)
- Meet deadlines...always
- Get to know your team members

#### Professional Communication
- How do people communicate (email, in-person, phone, Slack, Skype, etc)
- Make your language clear, concise and direct
- Proofread your writing
- How you text your friends is vastly different from how you email a coworker
- Make an appointment with Leeds Career to learn more about professional communication
## NAVIGATING CHALLENGES

<table>
<thead>
<tr>
<th>The Situation</th>
<th>What to Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do not have enough work to do</td>
<td>● Take initiative (ask for more work)</td>
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<tr>
<td></td>
<td>● Learn a technical skill that will help with future tasks</td>
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<td>● Sit in on meetings</td>
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<td>● Ask coworkers to shadow them for part of a day</td>
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<td>I have too much to do</td>
<td>● Rethink how you work - is this an efficiency issue or a work ethic issue?</td>
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<td></td>
<td>● Do you need specific training to complete the task at hand (ask for help)</td>
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<td></td>
<td>● Is this part of the normal culture?</td>
</tr>
<tr>
<td></td>
<td>● Contact Leeds Career</td>
</tr>
<tr>
<td>I need more guidance from my supervisor</td>
<td>● Ask for bi-weekly/monthly check-ins</td>
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<tr>
<td></td>
<td>● Ask clarifying questions when given expectations</td>
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<td></td>
<td>● Ask who to go to when questions arise on a project</td>
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<tr>
<td></td>
<td>● Participate in evaluations when they do occur</td>
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### ...and After

So you’ve completed your internship. Now what? In many cases, you will be thinking about how your internship can impact your full-time job search. For upperclassmen seeking full-time employment after graduation, watch [this video](#) for tips on how to leverage your internship experience into a full-time opportunity.

After your internship, there are a few things you can do to make the most of the experience. Here are some ideas:

- **Take an inventory of your experience**
  
  Think about the daily tasks you performed and skills you learned while on the job. What did the experience tell you about what you do and do not want from a full-time job?

- **Update your resumé**
  
  Make sure to update your resume with project work and other tasks you completed over the course of the internship. Think about the impact your work made on the business, and any results or metrics that illustrate this impact. Updating your resume while the experience is fresh in your mind will help you avoid scrambling as you are putting together applications for future job or internship opportunities.

- **Talk with your peers**
  
  Learn more about your peers’ internship experiences. Did they enjoy them? Why or why not? Learn from each others’ experiences, and use that information to think about what you would like to do next.

- **Check in with your supervisor/manager/mentor**
  
  If you were close with your internship manager, program coordinator, or a mentor at the organization, check back in with them a month or so after returning to school. Let them know what you’re doing with the skills you learned during your internship.

- **Continue networking**
  
  Similarly, don’t lose touch with the potentially valuable relationships you formed during your internship. Connect with professionals on LinkedIn, send a news clipping of interest, or make a few coffee dates upon your return to school. Continuing to build your network while you are in school will be valuable resource later in your career!

- **Make an advising appointment**
  
  Meet with one of the Leeds Career Advisors to debrief on your experience, to discuss internship and job search strategy, get in-depth career guidance, or prepare for forthcoming interviews.

- **Oh, and don’t forget to report the internship** so we can brag about you!
The Leeds Career Website

- Self-Assessments
- Emphasis Exploration
- Industry Exploration
- Search for Internships

Before Your Internship

- 3 things to do before your first internship
- 4 things to do on the first day of your internship
- Top 5 tips for your first day
- The ultimate guide to surviving your first day on the new job

Maximizing Your Internship

- How to make the most of your internship
- Be a super intern
- 5 sure-fire ways to blow your internship
- Five tips for your first job

Dress Code

- How to dress for a formal or casual interview
- What to wear when there’s no dress code
- How to dress for a job interview in 2018