WRTC
Internships
WRTC 495
Where do I start?

- Career and Academic Planning *(More on next slide!)*
- Job/internship ads
- Network with family, neighbors, friends
- Company websites
- Posters and notices
- WRTC emails
- Online searches
This office will be your best friend as you search for internships (soon) and employment/careers later!!

- Click on **Student** link
- Click on **Find a Job or Internship**
  - **Identify Jobs and Internships**—READ!!
- Click on **Internships**—Control F: **Vault**—create a Vault account!!
  - Vault is an online reference site where you can access information on career fields, company reviews and rankings, and **internship** programs 24/7.
  - Take the tutorial or visit a career liaison in the CAP office
Getting an internship is oftentimes like putting the cart before the horse because you have to obtain the internship, and then seek approval from the internship coordinator, in order to register.
These are internship positions that are advertised and emailed from the WRTC front office to all majors and minors:

• JMU departmental opportunities
• Local, regional, national and international companies/organizations
• Opportunities sent to us by WRTC alumni
• Individuals who need specific help on a certain project (build website, edit a book, write a manual)
Unsolicited interns positions

These are internships that you create because you’ve heard about, or realize you can make, an opportunity. I can help you turn a good idea into an internship.
Google search: what do you want to do?

Search, for instance
• Technical writing internships
• Editorial internships
• Web design internship
• Proposal writing internship
• Technical editing internship
• Medical writing internship
• Copywriter internship
Where have students interned?

SUNRNR OF VIRGINIA      IVY PUBLICATIONS IN CHARLOTTESVILLE
THE COLLINS CENTER       HUSS & DALTON GUITAR CO.
JMU COMMUNICATIONS/MARKETING   JMU CREATIVE SERVICES
JMU CIT               MAMA'S CABOOSE     ABOUT GIVING     LONDON
PARENT RELATIONS         RESTON BIBLE CHURCH     JORDAN
JMU WRITING CENTER       THE CHILDREN'S INSTITUTE     THE BREEZE
SHENANDOAH VALLEY BLACK HERITAGE PROJECT     IBM
FAIRFIELD CENTER/HARRISONBURG INTERNATIONAL FESTIVAL
DUBAI/CAPE TOWN          SPIRIT FM RADIO     PEACE CORPS
FIDELITY NATIONAL INFORMATION SERVICES     NOBLIS, INC.
JMU ORIENTATION          INFORELIANCE CORP.    SOFTRONYX, LLC
BLUE RIDGE LEGAL SERVICES     NATIONAL SCIENCE FOUNDATION
CAT'S CRADLE             MERKLE, INC.       A WOMAN'S PLACE
LATINA STYLE MAGAZINE     TUPELO PRESS TEEN WRITING CENTER
NATIONAL ALLIANCE ON MENTAL ILLNESS     HEADBANDS OF HOPE
VALLEY AIDS NETWORK       GEMEINSCHAFT HOME     SECOND HOME
How do I manage all these emails?

- Create a folder and start saving them so you can see, at least historically, what opportunities are coming to us.
- Then when you are ready to search, you have a folder of viable opportunities!
Odds and Ends

• You can intern in the fall, spring or summer.
• It’s not unusual for students to have to take an incomplete to finish the 150 hours—does not affect your grade or GPA at all.
• We never meet as a class. Once you are registered for and begin your internship, you report to me on a dedicated Canvas site until you have reached the required 150 hours.
  • You report your activities to me in memo format every two weeks (sample report on Canvas).
  • Your supervisor/intern provider will complete an evaluation at the end of your 150 hours that also recommends your grade. You write a reflective closeout report (sample on Canvas).
  • I can raise or lower the recommended grade based on your reporting.
  • NOT reporting, or reporting habitually late, is the BIGGEST problem I encounter with interns.
Finally...

• Make an appointment and we can brainstorm together.

Schedule Appointment

• allen2cj@jmu.edu

• Harrison Hall 2295