



Meet with your Faculty Advisor for course approval

During your advising meeting, your faculty will instruct you on how to register for your experiential learning course.

You must be registered for your internship BEFORE the last day to add/drop a course.

Take this initial meeting with your advisor to establish clear expectations for your internship search. This will ensure that the experience you choose will be approved by your advisor later in this process. Ask about:

- Required number of hours onsite
- What the academic component will be
- What criteria they have for employers chosen
- What course you should register for

Register for the course

Begin your search!

Search early and apply to multiple sites at a time. Do not apply to one, wait for the answer and then apply to another. Apply to multiple places and keep applying till you get an offer. Even if you get multiple offers it is okay to turn one down.

Receive offer, evaluate, and accept!

Before accepting an offer, ensure that you have all of the information you need to evaluate how valuable the experience will be to you. Choose a challenging internship; one that takes you out of your comfort zone!

Complete your required approval process through Handshake!

- Go to unh.joinhandshake.com and login
- Navigate to Career Center tap (top right of page)
- Select Experiences in the drop down
- Click 'Request New Experience' (top right under your name)
- Navigate to and select your major (UNHM-your major)
- Complete all information and submit
- Monitor your submission as it works its way through the approval process with your site supervisor and faculty.
- Handshake is also where evaluations will be submitted at the end of your internship

Successfully complete you internship!

Why Do an Internship?

Completing an internship is a great way for you as a student to **test out a career that you are considering, build connections within a company, and gain experience** to help gain a full time position.

When and Where Do I Start?

It is recommended that you begin searching for an internship **AT LEAST ONE SEMESTER** prior to when you plan to intern. **You are responsible for managing your internship process** using these tips below.

The #1 Way to Find Internships and Jobs:

Most internships are found through **networking**, or creating connections within companies. Start with the people you know in person, share what kind of experience you are looking for, and ask for further advice and connections. Engage new connections through **informational interviews**.

Understand the Industry:

Learn more about the industry as you prepare for an internship search. Use LinkedIn "See Alumni" to learn about where UNH students with your major are working. If location is important, use your local Chamber of Commerce to learn about companies in area. Use what you learn to target your networking towards certain organizations or people!

What Type of Internship Do You Want? Consider:

- Type of work
- Location and size of company
- For profit vs. non profit
- Supervisor style
- Time commitment and your availability
- Your work values

What to prepare:

You should prepare a resume, cover letter, and have a professional LinkedIn profile. The best application documents are tailored to the internship description.

Stop by our Career Peer walk-ins to get any of these documents reviewed before submitting them.

Online Applications:

Consider the websites below to apply for positions:

- Handshake (unh.joinhandshake.com)
- Indeed.com
- Idealist.org
- LinkedIn Jobs
- nhinternships.com
- Company Websites
- UNH Social Innovations

Attend Events:

- Career and Internship Fair
- Employer Lunch and Learns
- Local Networking Events
- Internship Boot Camps

Check your wildcats email and CaPS Social to stay up to date!

 @UNHMCareer
 @@UNHMCareer
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Professional Communication:

After meeting a potential colleague, follow up with a thank you email and connect with them on LinkedIn.

Customize your message by mentioning what you learned from the experience and thank them for their time – it makes a difference!