

Meet with your Faculty Advisor for course approval

During your advising meeting, complete the Internship Registration Form to receive permission to enroll in an internship course. The form is available electronically here: <https://manchester.unh.edu/internships>. Submit your completed form to the Registration Office (Students Services Suite, 4th Floor, unhm.registration@unh.edu). *You must be registered for your internship BEFORE the last day to add 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.

Once you have been registered for your Internship course, you will be added to the “Pre-Internship Assignments” course on myCourses. *Note important due dates!*

Conduct your search

For tips on how to get started, check out the other side of this tip sheet.

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!

Fill out Internship Approval Form with your new internship supervisor

The Internship Approval Form is available in the “Pre-Internship Assignments” course on myCourses. Please fill this form out with your site supervisor electronically.

You will be asked to develop a minimum of 3 learning goals. Make sure they reflect what you want to get out of the experience while acknowledging the abilities of your site supervisor.

Submit completed Internship Approval Form to faculty advisor for approval

Your faculty advisor will need to sign off on this portion of the paperwork and review their academic expectations with you. Send this form to them electronically.

Submit your completed paperwork to Internship & Career Planning

Completed forms must be submitted through the myCourses “Pre-Internship Assignments” course before beginning your internship hours on site. *Students who have not completed all required forms by the withdrawal date will be dropped from their internship course.*

Internship Search Tips



University of New Hampshire
at Manchester

Internship & Career Planning

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:

- Wildcat Careers (unh-csm.symplicity.com)
- Indeed.com
- Idealist.org
- LinkedIn Jobs
- nhinternships.com
- Company Websites

Attend Events:

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

Check your wildcats email and I&CP Social to stay up to date!



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!