



## Guidelines for Finding an Internship Site

Below is a general list of guidelines for securing an internship site. Final approval for an internship site will require approval from your internship course instructor.

### Internship Requirements:

Every NU student is required to complete an internship to graduate. The internship can be satisfied through many types of places and experiences – but work closely with your advisor and professors to ensure your internship will meet the requirements. You can do internships outside of your course requirements. In fact, doing an internship early can enhance your efforts in finding an internship for your major requirements!

Internships can be paid or unpaid.

*Professionally*, the student will:

- Complete 120-150 hours of work over the course of one semester (hours are dependent on what your major requires)
- Gain professional experience
- Develop professional skills
- Network with other professionals
- Conduct at least 2 informational interviews
- Explore a possible career path
- Meet regularly with a supervisor for coaching/mentoring/development
- Integrate theory with experience

### How to Look for Internships:

To find an internship site, consider places other students have interned in the past, places or organizations you might like to work in the future, or already-established internship experiences that have a formal application and interview process.

To search, you can look at [NU JobSearch](#) and sites like [Glassdoor](#) and [Indeed](#). You can also check University of Washington's [Internship board](#), and apply directly on the company's site.

One of the best places to look is [Handshake](#), where internships and jobs are posted specifically with college students in mind. Make sure to complete your profile and upload a polished resume first, so you'll catch their attention when you apply!

If you have any questions about finding an internship, contact [careerservices@northwestu.edu](mailto:careerservices@northwestu.edu) or visit Career Services in Rice 12.