

The Honors College
FINDING AN INTERNSHIP

Interested in finding an internship or getting approval for one? These are the steps you should follow:

Searching:

Students will receive information about internships available through the Honors College through a number of sources – the Honors College web site <http://honorsnewark.rutgers.edu>, e-mail announcements, and word-of-mouth. In addition, students may also obtain internships on their own or with assistance from the Rutgers-Newark Career Development Center.

Approval and Application:

The following is the procedure for getting approval and applying to an internship depending on the source of the internship information.

- HC Advertised Internships:
 - All HC advertised internships (communicated through HC website and e-mail) are *pre-approved*.
 - Applicants should use the contact information provided by the HC to put together a resume or c.v., and cover letter.
 - It is ultimately the student’s responsibility to ensure that these documents are completed correctly. You may seek guidance from the HC department and other sources such as on-line guides, books, etc. . .
 - Submit application as directed by advertisement.

- Internships acquired through outside sources:
 - Those who acquire internships through sources outside the HC, including the Rutgers-Newark Career Development Center, must meet with Mr. Mann in order to gain approval for the internship.
 - If students do not receive approval then there is no guarantee that they will receive credit for their internship.
 - Applicants should use the contact information they have acquired to put together a resume or c.v., and cover letter.
 - It is ultimately the student’s responsibility to ensure that these documents are completed correctly. You may seek guidance from the HC department and other sources such as on-line guides, books, etc. . .
 - Students with existing jobs, cannot, except under special circumstances use that job as his/her internship.
 - Submit application as directed by employer or Honors College.

INTERNSHIP TIMELINE

If You Want an Internship for the:	Begin Researching Sites, and Prepare a Cover Letter and Resume In:	Have Applications, Cover Letters and Resumes Complete and Ready for Submission in:
Fall Semester	March/April/May	June/July
Spring Semester	August/September	October/November
Summer Semester	January/February	March/April