

Finding an Internship Placement

You are responsible for arranging your internship placement. The Tucson area has many programs and organizations serving a variety of client populations. Many have positions available for student volunteers. To ensure a quality internship experience, the Service Learning Coordinator must approve your placement before you begin work. This approval is included as part of the Internship Application form.

The Search: Finding a Placement Site

Students may choose to do an internship at the site of their choice. Some students already know where they want to work, while others will want to explore their options. Start with the Community Partners. If you don't find what you are looking for, you can search for other opportunities. Talk with the Service Learning Coordinator before you begin your search.

Community Partners

We work with many different agencies in Tucson. If you are interested in working with one of our community partners, go to our website at www.ag.arizona.edu/icyf/ and click on *Service Learning*. Then search under *Find an Agency* to read about our partner sites.

University of Arizona Career Services

You can use Wildcat JobLink to search for both paid and unpaid opportunities. You will need to create an account in order to access the listings. www.career.arizona.edu

The Volunteer Center of Southern Arizona

The Volunteer Center lists many different kinds of opportunities. You can call them at 881-3300 or check out their website at www.volunteertucson.org

Other Resources

- Friends and family may know of agencies that would be interesting to you
- FSHD colleagues and classmates
- Internet search

Interviewing

Once you have chosen some possible sites, you should contact the organizations for more information. When you call, explain that you are a student at the University of Arizona, that you are planning to participate in an internship experience, and you would like to learn more about their organization. Ask who would be the best person to talk with about volunteering—this may be a volunteer coordinator, human resources representative, or a program director. When you talk with that person, ask if you can set up an appointment to meet, or if they have some time to talk by phone.

In Preparation for the Interview

Do your homework before you go for the interview. Be familiar with the organization—its services, size, location(s), clients, and the work they expect you to perform. Examine your own career goals and skills. Think about what you want to get out of your internship, and what you would like to learn at the agency where you are interviewing.

Bring:

- Two copies of your résumé
- A typed list of references
- A pencil or pen and a pad of paper to take notes

Questions You May Want to Ask Interviewers

1. What is this organization like?
2. Tell me about the clients you serve.
3. What are the most rewarding aspects of working for this agency? What are the most challenging aspects?
4. What opportunities are available for student volunteers?
5. What is the structure of the department where I would be working?
6. What days/hours would I be expected to work?
7. What activities would I be performing? What days and hours are expected?
8. How would I be supervised? Who would be my supervisor?
9. What kind of training would I receive?

This is a brief introduction to the art of interviewing. For more information or further training, go to UA Career Services on the fourth floor of the Student Union Memorial Center, or visit their website at www.career.arizona.edu

Selecting a Site: How to know which to pick

After the interviews, it may be clear to you which organization you want to work with, but how do you choose among several exciting opportunities? Consider these questions:

- Does the work fit into your career goals and long-range plans?
- Does the agency have a clear place for students, and are they eager to work with you?
- Does the work seem interesting? Will you get a valuable learning experience?
- Are you comfortable with the staff and the work environment? Will you enjoy coming to work 6 or more hours every week?
- Is the work location acceptable? Do you have appropriate transportation, clothing, and other materials that you need to do the work?

Remember that you can talk with the Service Learning Coordinator at any time during your search to get tips, advice, or help in making a decision. Enjoy your experience; this is great practice for professional job hunting!