Some students may already have a community internship secured for the term or an existing community engagement relationship or project that they would like to extend for the purpose of this course. The following guidelines are intended to assist students who may be less familiar with finding and applying for internships.

First, you should know that there is more than one way to find an internship. Much like finding a job that’s a good fit, locating an internship can take time, commitment, and creativity. The following resources are all worthwhile ways to explore, but to find a community internship that matches both the requirements of this course and your own interests, you may have to try several different approaches.

1. **Search online databases, job-posting sites, and organization's websites** for advertised internships. CareerConnect is a job and internship database exclusively for PSU students and alumni. Keep in mind that no one database has all positions, so be sure to explore multiple databases. Also, note that this is the most popular way to search for internships because it tends to be the easiest and most known method, which means that the competition for these positions can be high. Additionally, for the purposes of this course, remember that the community internship must fit with both your cluster theme and the course-theme of Social Change.

   Additional Online Resources (Local/Regional Community Job and Internship Boards):
   
   [http://www.macslist.org/macs-list/](http://www.macslist.org/macs-list/)
   [http://www.racc.org/resources/volunteer](http://www.racc.org/resources/volunteer)
   [http://www.cnrg-Portland.org/opportunity_dir](http://www.cnrg-Portland.org/opportunity_dir)
   [http://jobs.nonprofitoregon.org/jobseeker/search/results/](http://jobs.nonprofitoregon.org/jobseeker/search/results/)
   [www.handsonportland.org](http://www.handsonportland.org)

2. **Search our list of community partners** whose organizational missions align with one or more of the cluster themes. Please note that we have not contacted these organizations, and there is no guarantee that a particular one will be willing to host an intern. However, the list can help get you started in coming up with organizations to contact to determine their willingness to host you for an internship.

3. **Network to discover hidden opportunities:** If you are unable to find a good fit in the form of an advertised internship, you may need to be more creative in your search and locate unadvertised or self-created internships.

   Many organizations host internships, but do not want to sift through the hundreds of applications that come in with an advertised position. Other organizations receive enough inquiries from pro-active students that they don’t need to advertise. Still other organizations may not have an internship program in place, but would be open to working with a determined student who wants to create an internship in their organization. The following are resources you can use to identify organizations of interest, with which you might discover an unadvertised internship or develop a new internship opportunity.

   - **Faculty and advisers** in your department of study or cluster are great resources and may know which allied organizations regularly host internships. As active members of their field, faculty may
also very well know someone in an organization with whom they could connect you.

- **Family, Friends, Co-workers and others** can be helpful resources in finding an appropriate experience. **Networking** is a key part of any job or internship search. Try to connect with someone already working or volunteering with a community partner to find out about any additional opportunities that may be available at that or other sites.

**Internship Search Checklist:**

- **Use the online and in-person resources at Advising & Career Services** throughout your search (pdx.edu/careers)
- **Search online** job databases, professional associations’ webpages, and organizational or company webpages
- **Network, network, network:** Talk to faculty, advisers, family, friends, classmates, and community members
- **Use the list of community partners** to look for leads and possible internship sites

**Application Checklist:**

- **Create or update your résumé:** And have Advising & Career Services staff review
- **Research** the organization or company
- **Write a cover letter** and customize your résumé to the specific position
- **Contact a community partner** to propose creating an internship opportunity
- **Brush up** on your interview skills
- **Be prepared** to ask your interviewer well-considered questions

For additional or individualized assistance on finding an applicable internship, contact **internships@pdx.edu.**