

Internship Guideline

The following overview guides you through different phases of your study and gives information on what steps are expected.

Semester	Phase	To do: Students
1 and/or 2	Orientation	<p>Attend your mandatory seminars of the Career Skills Module:</p> <ul style="list-style-type: none"> - Application Training: Learn how to create your professional CV and Cover Letter - Researching & Contacting Employers: Learn where and how to search for internship positions <p>You have to attend only one session each! Please register for a small group of your individual choice on CampusNet during the official registration period.</p>
		<p>Attend the Jacobs Career Fair (in February) and other career events on campus:</p> <ul style="list-style-type: none"> - Inform yourself about career opportunities - Get in contact and talk to HR managers
		<p>Talk to your Academic Advisor and to Career Services Center (CSC) in order to get further advice for your decision: Internship or Study Abroad?</p> <p>If you want to have an individual appointment with CSC, please send your request to csc@jacobs-university.de</p>
3	Decision & Preparation	<p>Attend 2 mandatory elective seminars of the Career Skills Module (you can choose to attend these seminars either in semester 3 or 4)</p>
		<p>If you want to do an internship:</p> <ul style="list-style-type: none"> - Make a list of your preferred internship host institutions - Check the CSC Job Portal on: http://csc-microsite.user.jacobs-university.de/career-opportunities/ : What kind of positions are offered? - Check the Internship Report Database: Where did your peer students do an internship? (accessible through: http://csc-microsite.user.jacobs-university.de/career-opportunities/internship-experiences/) - Network with Jacobs Alumni, friends and family members!

		<p>Prepare your application (CV and Motivation Letter):</p> <p>Use the CSC Online-CV Tool (http://csc-microsite.user.jacobs-university.de/create-your-application/cv-tool/), read the handouts that you have received in the Application Training, ask CSC for help.</p> <p>Check our tutorials on Application Tactics and Application Writing on: http://csc-microsite.user.jacobs-university.de/create-your-application/tutorials/</p>
4	Application & Registration	<p>Send out your applications right from the beginning of the semester (or even earlier)</p> <ul style="list-style-type: none"> - internship positions that are published and/or - unsolicited applications <p>Attend the Jacobs Career Fair (in February):</p> <ul style="list-style-type: none"> - contact exhibitors and have your CV ready - present yourself professionally and hand over your application <p>Wait for responses, invitations to interviews, and confirmations</p> <ul style="list-style-type: none"> - If you want to prepare yourself for an interview, contact CSC and ask for a mock interview <p>April 30: Deadline for registering on CampusNet for World Track (Internship or Semester abroad) or Campus Track!!</p>
		<p>If you have already received an internship confirmation by April 30:</p> <ul style="list-style-type: none"> - fill in the Internship Status Form, providing details of your internship at: http://csc-microsite.user.jacobs-university.de/sample-page/internship-information/information-for-classes-enrolled-from-fall-2015/ - additionally, please fill in the "Internship Approval Form" which has to be signed by your Academic Advisor for approval. <p>If you are still awaiting a confirmation or need help in finding an internship host institution: - contact the CSC!</p>
		<p>If you need help with your internship contract, please contact the CSC at csc@jacobs-university.de</p>

5	Semester-long Internship	<p>Internship requirements:</p> <ul style="list-style-type: none"> - lasting at least 16 consecutive weeks in full time (earliest start in June, lasting until January at the very latest) - related to your major area of study - taking place in any company, university, research institution, organization, or start up worldwide, including Germany and Bremen. <p>Please note: Jacobs University can not serve as an employer for your mandatory internship.</p>
6	Evaluation & Reflection	<p>Submit the following internship documents to CSC. Deadline: February 15!</p> <ul style="list-style-type: none"> - Write an internship report. Find the form at: http://csc-microsite.user.jacobs-university.de/sample-page/internship-information/information-for-classes-enrolled-from-fall-2015/ - Ask your internship supervisor at your host institution for a reference letter - Send both documents as PDF files in one email to CSC <p>CSC will forward your internship documents to your Academic Advisor for final approval.</p> <p>Create a contribution for the World Track event (requirements for World Track Events for all majors tba by Study Program Coordinators)</p> <p>Attend the World Track event of your study program and present your internship experiences (details tba).</p> <p>Once your internship has officially been approved by your Academic Advisor, the Student Records Office is going to enter your internship details in your transcript.</p>

By Career Services Center (October 2016)