

Internships For Dummies

By Craig Donovan and Jim Garnett

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Available in major and campus bookstores, through online booksellers, and via HungryMinds (hungryminds.com or 1-800-762-2974. Discounts available for volume orders.)

Features. Internships For Dummies:

Covers and expands on the basics of how to find and land an internship that the internship directories cover. *Internships For Dummies* also includes all the other critical information you need to know once the internship has started in order to make the internship a success that leads to other opportunities. This makes *Internships For Dummies* the comprehensive guide for interns.

Is written for interns of all ages—not just for interns in high school or college. It is useful for interns in graduate or professional programs as well as interns more advanced in their career or who are changing careers. And it targets interns in business, government, and not-for-profit sectors in a range of specializations.

Has special chapters to guide people who supervise interns on the job, advise interns from a school or who employ interns.

Is written in a down to earth, easy to read, and often humorous, style.

Internships For Dummies is not for dummies. What some have said about it:

Internships for Dummies should be required reading for all college students regardless of their program of study. And the sooner they read it the better. Out of classroom learning is the key to a successful college education, and this book shows every college student how to find an internship and get the most out of it. William D. Coplin, Professor and Director of the Public Affairs Program, College of Arts and Sciences and the Maxwell School, Syracuse University

“A valuable resource for both interns and advisors—great tone, excellent coverage of relevant material, genuinely useful.” Michael Brintnall, American Political Science Association.

“I am impressed with how comprehensive and insightful this book is. I learned a lot about how to work with interns and advisors as well as how to structure our internship program to be more profitable for everyone.” Mary Hamilton, Executive Director, American Society for Public Administration

“Internships for Dummies lays out a beautiful framework for successful interning. Readers will find strategies and tips and the opportunity to learn from the experience of others. Internship supervisors, internship advisors—even professionals who have interns as colleagues—will gain a greater understanding of how to ensure that an internship is a valuable learning experience.” Michaelann Jundt, Carlson Leadership and Public Service Center, University of Washington

“Internships for Dummies offers sound advice. I have been in the internship business for 25 years, ranging from being an intern, to directing two different programs, to teaching internship seminars, and I find the book’s insights very impressive and useful. Everything the authors write is practical and should be helpful to anyone involved with internships. They cover all the bases.” Ken Oldfield, University of Illinois-Springfield.

“With meticulous attention to detail, Craig Donovan and Jim Garnett have done a superb job of creating an inspiring guide for achieving a mutually beneficial relationship between an intern and an organization. This is a

must read for all those who mistakenly believe that succeeding as an intern or manager of interns is an intuitive process. Don't just read Chapter 7 ("Making the Most of Your First Days") and Chapter 11 ("Political Savvy for Interns"), study them! This is the kind of valuable hands-on guide that would have really helped me get started as a Presidential Management Intern. In my nearly 6 years of Federal Government service in Washington, D.C. I've witnessed several disastrous intern experiences. ...Read this guide and you'll be three steps ahead of your peers that believe they are only a leather briefcase and firm handshake away from interning success." Steve Kucharski (Systems Modernization Project Manager, United States Small Business Administration)

"As an international student, I have to say this book was a lot of help because in other countries, there is very little information about internship programs. Internships For Dummies is a must for anyone interested in doing an internship program." Josep Banon Kelly, Madrid, Spain

Key Content Coverage

For Interns

- Assessing what you need to get out of an internship
- Finding and landing an internship that fits your needs.
- Getting a head start in the first days on the job.
- Relating effectively with your supervisor, colleagues, and other interns
- Learning what your school and intern advisor need from you and what they can do to help you.
- Increasing your power and effectiveness as an intern.
- Handling some of the most common internship tasks.
- Communicating effectively through speaking and writing.
- Getting the most out of internship evaluations and getting evaluations that will help you land a good job.
- Finding a mentor and relating appropriately to your mentor.
- Making the internship pay off for your career.

For intern supervisors and employers

- Assessing whether an internship program makes sense for your organization—Internship Readiness Review.
- Setting up an internship program.
- Developing a sound internship orientation.
- Preparing your employees for working with interns.
- Relating to interns and school intern advisors.
- Coping with common problems that arise with internships, including some legal issues.

For academic intern advisors

- Establishing or reviewing internship program guidelines.
- Advising interns on academic requirements and internship ground rules.
- Helping interns find and land a position that meets their learning and other needs.
- Counseling interns on getting the most learning payoff and on job-related issues.
- Handling some of the difficult situations that involve interns and their employers, including legal issues.
- Evaluating interns the right way.

Chapter Contents Full contents and sample chapter can be viewed via:

www.hungryminds.com Search the bookstore for Internships For Dummies.

Foreward—Marshall Loeb
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- Chapter 1: Internships: The Nature of the Beast
- Chapter 2: Before You Start: Understanding Internships and Yourself

Part II: Deciding Where You Want to Go

- Chapter 3: Finding Internships by Sector: Business, Government, and Not-for-Profit
- Chapter 4: International Internships: How Far Can You Go?

Part III: Getting Where You Want to Go

Chapter 5: Locating Successful Internships

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