

Tips for Locating Internships in Communication and Public Relations

Most resources you need to find out information about doing an internship in Communication or Public Relations at Fairfield are available on our web page. Start there to find out what you need to do to register, what the requirements are, what work you need to complete as part of the class and virtually everything else you need to get started.

Many communication and PR-related industries are highly competitive and finding an internship that benefits your own professional and academic goals can take some significant “legwork.” Part of the internship experience is researching what sort of organization you would like to work for. Do not rely on others to find you a position, instead take an active role in thinking about your own goals. Don’t get frustrated when looking for an internship -- remember, it is a learning experience.

WHERE SHOULD I INTERN?

There is no one answer to where you should intern. Think about your post-college professional goals or what areas of communication scholarship are most interesting to you.

- ▶ Fairfield is strategically located in the world’s communication and PR capital. Take advantage of the many companies and non-profit organizations located in both Connecticut and New York City. If you’re interested in an internship in NYC, be sure to factor in things like commute time, cost and other logistics. Some internships do pay for transit expense.
- ▶ Think about the advantages and disadvantages of working in a small company or a larger conglomerate. Do you want to intern in a non-profit or corporate environment?
- ▶ Consider carefully the work duties of an intern at a site where you apply. Internships vary wildly in terms of what responsibilities are actually assigned to interns. Make sure your internship experience affords you the chance to find connections between communication theory and practice and allows you to expand your knowledge of specific communication practices.
- ▶ Always remember that an internship is your chance to explore your options, meet interesting people and put your communication skills to work in a real-world setting. Internships require a lot of work, but the payoff is worth it!

Internship Coordinator:
com-intern@fairfield.edu
www.fairfield.edu/communicate

Tips for Locating Internships in Communication and Public Relations

WHERE DO I FIND AN INTERNSHIP?

Don't wait until you're a Senior to think about internships!

- **Take your studies seriously.** As you progress through the communication or PR curriculum, consider what topics and industries seem most exciting to you.
- **Think long-term.** Consider what your schedule will be like when you are eligible to do an internship. Will you have free days during the week to get to your site? Will you be studying abroad? Will you need elective credits? Will you already have other time-commitments like work, athletics or extra-curricular ones?
- **Research your interests.** Look at companies and industries and get to know them.
- **Make sure you're eligible.** You need to have a 2.8 GPA to complete a for-credit internship.

Finding an internship takes time. The more research you do, the greater the chance is that you will have a rewarding internship experience. Take advantage of these resources:

▶ **The Career Planning Internship Database**

This database contains internship listings submitted directly to the University seeking Fairfield students. It is accessible through the department web page. Though growing everyday, this is a limited sample of the internships out there. Note also, some of the internships listed may be filled or unavailable during a given semester, so do some research into the firms listed if you have interest.

▶ **Company web sites**

Most corporate and non-profit sites offer some type of internship program. Spend some time getting familiar with them by checking out their web sites. Pay attention to specific requirements and deadlines and request information as needed. Most students find their internships by inquiring directly with organizations they're interested in. It takes time, but they payoff is often worth it.

▶ **Other job and internship databases**

There are a large number of internship and job databases out there. Some students have had good experiences with these. Many are available through career planning.

▶ **Talk to career planning**

Fairfield's career planning office can help you think about where you want to be and can help you get there. Resume and interview workshops are available.

▶ **Talk to professors, friends, professionals, previous internship students**

Some of the best advice comes from students who have interned previously. The Communication Club sponsors helpful seminars where you can meet and speak with successful interns. Professors can help connect academic work to real-world experiences and your own connections -- through friends, family members and other contacts -- can help you secure a rewarding position.

▶ **Talk with the Internship Coordinator**

While we won't tell you where to intern, We can help you narrow down your focus. Some recent internships are also posted on the Communication Department's bulletin board on the second floor of DMH.