This handbook will provide valuable and essential information for both students and employers. A wide variety of topics will be covered including information on getting an internship to the legal information regarding student and company rights.
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“By pursuing an internship, I see clearly what skill sets industries are really looking for. This understanding prepared me well for upcoming interviews.” - Yi Zhang
The job search process can be time-consuming. The prioritization of your goals is necessary. Whether you are looking for an internship or a full-time job after graduation, the process is the same. A search strategy is essential in finding a position and employer that is right for you. A search strategy is a plan to help you obtain an offer for a position that fits your interests, skills, values, and personality.

**Did You Know?**

**IMPORTANCE OF NETWORKING:**
According to the U.S. Department of Labor, 80% of all positions are filled without employer advertising. Therefore, networking is essential to find a position.
Successful job seekers are creative job seekers. Simply sending out a résumé and waiting for a response is not an effective approach. Instead, use a combination of job-hunting strategies for the best results. Below are some useful places where job seekers can search for jobs:

- SpartaJobs
- LinkedIn
- Glassdoor
- Job Fairs
- SJSU Career Center
- SJSU Alumni Association

SpartaJobs Search Agent is a free tool only available to SJSU students and alumni. Applicants can set up a job search to search for specific jobs or internships by major, field of choice, or a specific employer. Employers who post on SpartaJobs are specifically interested in SJSU candidates.
Establishing a personal network is the most successful job hunting strategy, as it allows access to the hidden job market. A networking contact is anyone who can provide you with relevant career information, has the power to hire you, or can introduce or refer you to another contact.

A networking contact can fall into one of the three categories: personal, pro-personal, and professional.

**Personal**
- Family
- Friends
- Mentors

**Pro-Personal**
- Advisors
- Professors
- Classmates
- Alumni

**Professional**
- Recruiters
- Supervisors
- Professionals
If you have scheduled an interview, then it is critical that you research the company.

Why do we research a company?

- Identify specific employers
- Market yourself effectively
- Demonstrate genuine interest
- Shine in the interview

Research Websites

- Company Website
- Glassdoor
- LinkedIn
- Twitter
- Facebook
Experience comes in many forms. Depending on your career goals, you should pursue one or more types of experience during your college education:

### Internship
- One semester in length
- May be paid or unpaid
- May be part-time or full-time
- Related to career field

### Service
- Provide voluntary service to an organization
- Can be of variable length
- Need not be related to career field

### Part-time
- Typically completed while in school or during breaks
- Paid work experience
- Does not have to relate to career field
Research

- Conducted under the guidance of a faculty member
- Related to career field
- Excellent preparation for graduate or professional school

Co-op

- Alternate of work and study
- Can be part-time or full-time
- Typically paid
- Related to career field

Leadership

- Available through campus and community involvement
- Unpaid opportunities in non-profits
- First skill employers look for in résumé
Planning Your Career

Freshman

• Join at least one service or leadership organization
• Meet with career counselor to establish need
• Begin developing a professional résumé and Linkedin profile
• Look for opportunities to build your résumé and Linkedin profile

Sophomore

• Join a career related organization
• Research specific careers and required qualifications for your career
• Attend career expos and employer information sessions
• Participate in job shadowing or conduct an informational interview
• Begin developing skills by being involved in part-time jobs, internships, and volunteering
Junior

- Pursue a leadership role on campus
- Update your résumé and have it reviewed
- Update your SpartaJob account information
- Attend career expos and employer information sessions
- Complete an internship to gain career related experience

Senior

- Discuss your career plans with a career counselor
- Update your Linkedin profile and résumé to show relevancy
- Update your SpartaJob account information and attend on-campus interviews
- Attend career expos and employer information sessions
- Schedule a mock interview to practice interview skills
- Begin applying for jobs 8-10 months before graduating
“An internship, no matter how long or short, will give a person new skills, knowledge, and perspective that are not taught in school.” - Vy Luong
Providing Compensation and/or Benefits

Employers, if you are deciding between paid verses unpaid internships, be aware of the U.S. Fair Labor Standards Act and if this Act applies to your business.

The U.S. Fair Labor Standards Act restricts an employer’s ability to use unpaid interns. This Act applies to businesses that have two or more employees directly engaged in interstate commerce as well as annual sales of $500,000 or more. Interns who qualify as trainees do not have to be paid. There are six criteria for determining trainee status (as determined by the U.S. Department of Labor).
10 Ways to get the most out of your Internship Program

1. Recruit the right candidates by writing a clear and engaging internship description.

2. Create a handbook for new interns to help orient them to your company, workplace expectations, and to serve as a guide throughout the internship.

3. Designate a professional mentor for each intern.

4. Structure the internship with a balance of long- and short-term project work, and non-time sensitive background or day-to-day work.

5. Consider offering flex-time to give interns the freedom to plan their schedules on a weekly basis.

6. Host social activities and local events to get to know your interns.

7. Design and offer seminars, events, and other professional and personal development activities, including community volunteer opportunities.

8. Help out with housing, moving, or traveling costs.

9. Provide telecommunicating internships in order to save money, interest more applicants, and target your company’s project-by-project needs.

10. Offer interns full-time employment opportunities post-graduation.
In an effort to provide students with a safe and comfortable educational environment during their internship, we require internship site supervisors to review and acknowledge the following standards and policies that apply to our internship program and participants.

**Non-Discrimination**

San José State University, in accordance with the EEOC, prohibits discrimination on the basis of race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Discrimination against any individual for the above reasons is specifically prohibited except where sex, age, or non-handicap is a bona fide occupational qualification.

**Sexual and Other Unlawful Harassment**

SJSU also adheres to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The University’s unlawful harassment policy also applies to our internship program to protect the rights of interns and provide an environment that is free from sexual and other unlawful harassment as described below:
Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical, or pictorial, shall constitute sexual harassment when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment, academic status, or participation in college-sponsored activities.

2. rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status, or participation in college-sponsored events.

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working or learning environment.

Other unlawful harassment is defined as verbal or physical harassment based on a legally protected category, and when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating hostile or offensive environment.
Paying the Intern

The Department of Labor’s Fair Labor Standards Act (FLSA), states that, “There are some circumstances under which individuals who participate in for-profit private sector internships or training programs may do so without compensation.”

You do not have to pay interns who qualify as leaders/trainees. According to the FLSA, if the six criteria are met, the Department of Labor (DOL) considers there to be no employment relationship.

The six criteria established are:

1. the internship, even though it includes actual operation of the employer’s facilities, is similar to training that would be given in a vocational school.

2. the internship experience is for the benefit of the student.

3. the intern does not displace regular employees, but works under the close observation of a regular employee.
4. the employer provides the training and derives no immediate advantage from the activities of the intern. Occasionally, the operations may actually be impeded.

5. the intern is not necessarily entitled to a job at the conclusion of the internship.

6. the employer and the intern understand that the intern is not entitled to wages for the time in the internship.
Step 1: Know yourself.
☐ I have identified my personal strengths, skills, interests, and values.
☐ I have made a list of possible job titles/fields of interest.
☐ I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work.
☐ I have researched organizations or companies that might hire someone with my skills, interests, and background.
☐ I have researched potential career field: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
☐ I have identified the top three geographic areas where I’d like to live and work.
☐ I have identified 5 potential employers for the type of work I’m seeking.

Step 3: Get ready for the search.
☐ I have registered with SJSU’s Career Services.
☐ I have had my résumé and cover letter(s) reviewed by a Career Services advisor; I have a well-developed Linkedin Profile.
☐ I have prepared a portfolio of work samples to highlight my experience, skills, and talent.
☐ I have developed my “30-second speech” for brief encounters with employers using the STAR method.
☐ I have identified three individuals who will serve as references.
☐ I have developed my interview skills.
☐ I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
☐ I have interview clothing that is appropriate for the field in which I plan to work.
☐ I have a professional-sounding answering machine/voice mail message in case an employer calls.
☐ I have a neutral/professional e-mail address to give to employers.

Step 4: Start searching.
☐ I have an up-to-date Linkedin Profile.
☐ I regularly check Linkedin for career information. I read the appropriate job-search resources for my field(s) of interest.
☐ I have a system for keeping track of my contacts, interviews, and other job-search activities.
☐ I follow up on every interesting job lead immediately.
☐ I have developed a list of potential networking contacts and keep in touch with them.
☐ I follow-up each cover letter with a phone call or e-mail to the employer requesting a job interview.
☐ I send prompt thank you letters or e-mails to every person who interviews me.
Internship directors differ in what they seek in interns, most look for a two-way fit between the applicant (intern) and the company (employer). I want to be sure that the intern fits well with the organization’s philosophy, goals, and staff, but also that the company fits well with the intern’s needs, desires, and career plans. To show their fit, interns should be able to convey specifically why they are interested in a particular company throughout the selection process (this information is often conveyed via cover letters, application essays, letters of recommendation, and, of course, questions during the interview).

Start thinking about your internship selection well in advance. Know as much as possible about the company you are targeting for an internship. During interviews (if you can), speak to current interns either at the company or in your program of study here at San José State University; be sure to ask about their internship learning experience. Pay attention to your “gut” reactions. If a company seems too formal, or too informal, or too whatever, pay attention—you might not be a good fit. Remember that internship selection is all about the two-way fit. Dress and act professionally during the internship selection, but don’t force a fit with a company and end up having a less than satisfying internship experience. As an internship director, I am in this business because I love working with you and being part of your development as computer scientists.

Now let’s work together and get that internship!

Debra

Debra Caires
“My internship really boosted my confidence and let me use my skills in the real world.” - Ryan Veach

“Having one or more internship gives you an advantage during the job hunt. You might even find a permanent position before you have graduated.” - Chin Tsai

“An internship helps to gain practical experience by applying methods and theories learned in class. Internships provide students with the opportunity to demonstrate their ability to apply knowledge and to strengthen their work skills. Apart from developing your skills and expanding your network, it also instills self-confidence.” - Swathi Pai
“Internships test-drive your knowledge and skills. Doing an internship gives you hands-on experience of what your studies might look like in a work environment.” - Shruti Niranjan Sharma

“Internships are a quintessential step in climbing the job ladder.”
-Ryan Eager
Need help finding an internship?
Need an intern?
Contact Debra Caires
(debra.caires@sjsu.edu)
to set-up an appointment