



INTERNSHIP SEARCH GUIDE



PSYCHOLOGY



Internships 101

What is an Internship?

An internship is a form of on-the-job training that gives you the opportunity to test out a possible career or position while still in school. Internships are usually only one semester in length and can be part-time or full-time. Students may be able to receive academic credit for their participation, though it should be noted that some internships are unpaid.

Why should I do an internship?

- Gain relevant work experience
 - Grow your professional network
 - Explore possible career interests & options
 - Learn new and practical skills
 - Receive academic credit for your work
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Steps to Securing an Internship

1. Consider your career interests and goals. Ask yourself...
 - a. What are you interested in doing after you graduate?
 - b. What are your skills and strengths?
 - c. What careers/industries are you curious about exploring?
2. If applying for academic credit, reach out to your Academic Advisor for important dates, deadlines, eligibility requirements, and forms to submit
3. Determine your requirements
 - a. Things to keep in mind: Paid/unpaid, responsibilities and tasks, potential growth, work environment, opportunities for mentorship
4. Research opportunities
 - a. There are many great internship search sites, including Handshake, to assist you in finding internship opportunities. Other individuals use LinkedIn, Google, reaching out to your professional networks, and contacting companies/organizations of interest directly
5. Prepare for the application process
 - a. Prep your resume and cover letter. You can make an appointment with your Career & Internship Advisor to review your application material
6. Apply!
 - a. Follow up as needed
7. Interview & confirm details if offered a position!

Where can I find an Internship?



Job and Internship Fair

Check out upcoming fairs by visiting our [Job & Internship Fair page](#)!



Handshake

Review and apply to open positions within [Handshake's](#) job search portal. Make sure to explore the various filters!



LinkedIn

Review and apply to open positions within [LinkedIn's](#) search portal. Make sure to update your profile first!



Reach out to specific Organizations/Companies

Create a targeted list of sites that align with your interests and contact them directly



Internship Coordinator

Reach out to Dr. Niederjohn (dniederj@kennesaw.edu) with questions or schedule a 1:1



Career Advisor

Use [EAB Navigate](#) to make an appointment with you Career and Internship Advisor, Joanna Eleftheriou



Utilize your Professional Network

Review your professional and personal networks to find people with experience in your industry of interest & learn more about opportunities that may exist!

Handshake

Handshake, KSU's Career Management System, helps connect students to thousands of internships, jobs, employers, and events. You can quickly access your account by visiting this [link](#)!

Pro-Tips

1

Keyword search with caution. We've been spoiled by Google, but it's important to know the Handshake search engine is not quite as powerful. When you use keyword search, remember, it's searching for each individual word, NOT the phrase you typed in. Results are returned in order of most recently posted to oldest, NOT by relevancy. So, it may be important to go to the last page of your results, because your dream internship might have been posted several weeks ago!

2

Try browsing instead. When you're on the Jobs page, where it's showing all postings, head into Advanced Search immediately. There, you can narrow down by location and job type, but you can also search in specific industries, or by Job Function. This is where you'll find great internships that might never be listed in your Recommended tab. You're a Psychology major, and you searched 'psychology' with no luck? Try Job Function categories like Agriculture/Natural Resources/Environment, Government/Policy, Research, an International Organizations, and suddenly you should see a lot more options.

3

Check back often. Obviously like your hunt for the perfect job or internship, it's a fast-changing landscape and organizations are looking for great talent all the time, not just during the Career Fair seasons or around the start of each semester. The 'real world' isn't bound by the semester schedule. Dozens of new internships are posted every week. So check back every few days if you're looking for something soon, or at least once a month if you're looking casually.

Handshake

4

Interview without leaving campus. There are employers every semester who utilize our On-Campus Interviewing (OCI) service, which means you apply to open positions posted in Handshake, then they contact you if they're interested, to schedule an interview that takes place right inside our offices. To find current OCI postings, head to the Jobs main board, and you'll see the tab for On-Campus Interviewing, which will bring up the full list of current opportunities.

5

Use the other resources in the top menu. The Employer Directory, information about the Career Fairs, and helpful resources are all waiting to assist you. Go ahead, click around a bit.

6

It's a resource and tool, so it won't find an internship for you. That's still up to you! Found a great employer but they're not hiring interns at the moment? Save the information you find, and check back later. Better yet, head to their website to see if there's more information about their opportunities, or a way to contact them directly.



All resumes must be approved by The Department of Career Planning & Development (DCPD) before becoming active in Handshake. Be sure to download the Rubric link [here](#) that DCPD uses to approve uploaded documents. You can also make an appointment within EAB to meet with your Career and Internship Advisor to review your resume.

Please allow at least two (2) business days for our staff to review and provide approval or feedback for submitted documents.

You will not be able to apply to internship positions until your resume is approved.

Possible Sites

You are **not** required to select one of the agencies from this list; this is merely a compilation of some of the places that may be beneficial to explore!

Education

- iSchool Initiative
 - The Walker School
 - Tippens Educational Center
 - The Howard School
 - Growing Leaders
 - Jacob's Ladder (Neurodevelopment)
 - Atlanta Speech School (Language and Literacy for Children with Dyslexia)
 - Tippens Educational Center (Autism-focused & Developmental Disorders)
 - Lion Life Community (G.E.D Program and Literacy Initiatives)
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Children and Family

- Children and Family Program, KSU
 - Destined for Greatness Youth Center
 - Department of Family and Child Services
 - Anna Crawford Center
 - Children's Health Care of Atlanta
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Neurological and Developmental Disorders

- Thrive Autism Consulting
 - North Georgia Autism Center
 - Marcus Autism Center
 - Jacob's Ladder
 - Center for Psychological and Educational Assessment
 - Mind and Motion Developmental Disabilities
-

Physical Health

- Center for Disease Control
- PT Solutions
- Benchmark Physical Therapy
- Georgia Department of Health

Possible Sites

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Social Assistance

- Sheperd's Rest Ministries (Domestic Violence and Sexual Assault Support)
- LiveSafe Resources (Domestic Violence and Sexual Assault Support)
- Georgia Department of Human Services (Wide range of support for children, families, and aging populations)
- Second Wings Dream (Elderly Populations)
- KSU Center for Young Adult Addiction and Recovery (Recovery)
- Deveraux Behavioral Health (Behavioral Healthcare)
- KSU CARES (Resource Access)
- Red Cross (Disaster Relief)
- International Rescue Committee (Humanitarian Aid)
- New American Pathways (Immigration/Refugee Support)
- El Refugio (Immigrant Detention Support Services)
- Lion Life Community (G.E.D Program and Literacy Initiatives)
- Growing Leaders (Education)
- Next Step Ministries (Mission Trips, Faith-Centered)
- KSU Wesley (Faith-Centered)
- Blue Skies Ministry (Childhood & Families with Cancer, Faith-Centered)

Counseling/Mental Health Support

- Georgia Hope
- Center for Psychological Performance (Sports Psych)
- North Georgia Recovery Center
- Resiliency Counseling
- Southeastern Psychological Associates
- Daybreak Center for Therapy
- National Alliance on Mental Illness
- Berger Psychological Services (assessment and evaluation focus)
- The Berman Center
- Georgia Family Therapy

Possible Sites

You are **not** required to select one of the agencies from this list; this is merely a compilation of some of the places that may be beneficial to explore!

Law Enforcement

- Georgia Bureau of Investigation
- Georgia Department of Corrections
- United States Marshal Service
- Cobb County Police Department
- City of Marietta Police Department
- Department of Homeland Security

Legal/Political

- Georgia Legislative Internship Program (GLIP)
- The Borgen Project
- Private law firms
- Cobb County District Attorney
- Georgia Metro Chamber
- League of Women Voters

Environmental

- KSU Office of Sustainability
- Keep Cobb Beautiful
- OwlSwap Sustainability Initiative
- Chattahoochee Nature Center
- Trees Atlanta

Animals

- North Georgia Wildlife Park and Zoo
- Zoo Atlanta
- Georgia Aquarium

Sales/Marketing

- Mohawk
- Newell Brands
- Carters, Inc.
- Warner Bros. Discovery
- Cox Enterprise
- Gallagher
- Disney

Human Resources

- Team Georgia Careers
- Veritiv Corporation
- InComm
- Americold
- Mauldin & Jenkins, LLC
- OneSparQ Staffing Solutions
- RemX Staffing Agency

Sample Reach out Email

If you come across an organization that aligns with your interests but does not appear to have an established internship program, you can reach out to them on your own!

*Remember to attach a copy of your resume to the email

Send

To


lizamiller@shelteringarms.com

Bcc

Cc

Connecting: Sheltering Arms and KSU Student Jordan Robbins

Draft saved at 12:38 PM

 Resume_J Robbins.pdf

35 KB

Dear Ms. Liza Miller:

Hello! My name is Jordan Robbins and I am currently a 4th year Psychology student at Kennesaw State University. I am very interested in the field of education and came across your organization when researching educational support programs for children in the Atlanta-area.

As a part of my curriculum, I have taken courses related to child development, learning and behavior, and educational psychology. Together, these courses have allowed me to critically consider the interaction between children, communities, and schools and how they currently function in our society. Additionally, I have work experience with the YMCA Preschool, where I served as a part-time Assistant Teacher. In this role, I foster a positive and nurturing classroom environment that promotes learning and development by facilitating engaging lessons and activities.

I am very interested in Sheltering Arms, due your organization's high-quality early education, child care and comprehensive family support services. The various community opportunities offered seem like a great way to promote engagement and literacy within the surrounding area. I would love to speak with you to learn more about your organization and inquire about potential internship opportunities that you might offer for undergraduate-level students. I attached a copy of my resume to this email and please feel free to contact me back at jrobbins19@students.kennesaw.edu or 404-917-9678. Thank you so much! I look forward to hearing back!

Best,

Jordan Robbins