



The **University of West Florida's Department of Career Services Intern for a Day** program is a job shadowing experience for students to spend 1 full day or a half day observing and often working with a professional in the field of their choice. The experience will allow for students to see what a typical day on the job is like. This experience will not provide academic credit, or pay, but will allow for great networking! Students will have the opportunity to clarify career goals, while gaining beneficial knowledge in their chosen career field.

#### **When is Intern for a Day offered?**

*Intern for a Day is flexible and should be scheduled by the student and host organization based on their availability. Fall opportunities will be offered from October through mid- December. The spring program will be offered February through mid- April.*

#### **Why should I do Intern for a Day?**

*Intern for a Day is a great way to learn about the day-to-day work life of a professional in a career field of your choice. The Intern for a Day program offers the chance to "test" a career without risk of a semester or longer term commitment. It can also help you get your foot in the door for a competitive internship program or job.*

#### **What activities are Interns involved in?**

*Many students shadow in one department for one day; others rotate through various departments to get a broad overview. You may take a tour; conduct informational interviews with people in various specializations and at different levels; review company literature; sit in on staff meetings; help with clerical tasks; ask questions about the field, the organization, necessary training and curriculum to follow to enter the field; and/or assist with actual office projects (research, report writing, etc.).*

#### **Who do I intern with?**

*The Department of Career Services will work with participants on a one-on-one basis to match students with the most beneficial organization.*

#### **Do I receive credit?**

*The Intern for a Day program is a non-academic-credit volunteer experience. You will not receive compensation or reimbursement for travel expenses. You must provide your own transportation.*

#### **How do I apply?**

*You can pick up an application in Career Services (bldg. 19) or by emailing [mcarter@uwf.edu](mailto:mcarter@uwf.edu). Before your placement, you must attend a 30-minute orientation session that will go over expectations as an intern.*

#### **What do I do after my Intern for a Day experience?**

1. Within 1 week after participating in your Intern for a Day opportunity, you should prepare and send a 'Thank You Note.' This is an essential part of business/work place etiquette.
2. Please fill out our online survey (which will be sent to you via email after your Intern for a Day experience) to help us improve the UWF Intern for a Day program.
3. Finally, you will want to reconcile this opportunity with your future career plans. Do you want to do another Intern for a Day? What kind of insights did you learn about an internship or even a full-time job search?

**Remember: Intern for a Day is designed to give you a head start on your career – take action!**