



Internship Office
Center for Engaged Learning
Furman University, Trone 209

Staff

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Purpose

Ensure students are informed about internships and the summer fellowship process; and assist them with identifying, applying and securing internships that help them further explore and determine their academic interests and professional pursuits.

Programs

1:1 sessions with students to assist them with:

- Information Interviewing
- Networking
- Job Shadowing
- Resume Preparation
- Cover Letters
- Interview Skills
- LinkedIn Profiles
- Mock Interviews

Presentations tailored to specific academic and other university departments (i.e., athletics, residence life) on any of the topics listed above in addition to an overview of the summer fellowship process and how to access the Furman database and other resources to search and identify potential internship opportunities.

Job Shadowing experiences for rising Sophomores in Greenville during the academic year and in other key cities (i.e., Atlanta, Charlotte).

Information sessions and recruitment events with area organizations about internships they offer during both the academic year as well as during the summer months.

Annual recognition and celebration of internship experiences through *Furman Engaged!*, Family Weekend, and other events & activities.

Services

Summer Fellowships to support low or unpaid, full-time internships.

Networking with alumni and parents of current and former students who provide opportunities for information interviews to help students better position themselves for internships in highly competitive markets.

Collaborations with campus partners to co-sponsor events such as Opportunity Fairs, Career Panels, Alumni Webinars, etc.

Support administering and tracking COVID-19 protocol and procedures, including required consent and agreement forms.