



CAL CORPS

Public Service Center

For Community Partners

Tips for Finding Interns at UC Berkeley

From conversations with students and faculty members, here are some important points to keep in mind when seeking interns on the Cal Campus:

Students Seek:

- Knowing expectations and requirements prior to starting
 - Well-described role/position description
- Flexibility with hours (given academic breaks, finals, etc.)
- Growth/Leadership opportunities
 - Applicability to future goals of experiences/tasks
- Open communication with supervisors
 - Conversation about goals/guidelines
 - Established avenue of constructive criticism
- Background/history of issue and organization
- Networking and Informational interviewing
- Impact
- Organizational “Glam”
- Directions-transit
- Points of contact – inclusion in day-to-day happenings with other staff
- Support from faculty and partners

Faculty Seek:

- *From both Students and Community Partners*
 - Internship taken seriously
 - Periodic communication between students, partners, and faculty
 - Commitment
- *From Community Partners*
 - Knowing and understanding requirements
 - Job description and supervision
 - Organizational Context
 - Background History of Issue
 - Volunteer coordination
 - Infrastructure
 - Communication with organizations
 - Everyone committed



Made possible through a Learn and Serve America Higher Education grant from the Corporation for National and Community Service awarded through California Campus Compact's Social Innovation Generation ~ California Recovery and Renewal (CARE) Initiative