

**Why are Internships Important Learning Experiences?**

The [National Association of Colleges and Employers \(NACE\)](#) defines internships as “as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting (across in-person, remote, or hybrid modalities). Internships provide students the opportunity to gain valuable applied experience, develop social capital, explore career fields, and make connections in professional fields.”

**Finding an Internship**

Internships vary widely depending on organizational opportunities, educational connections, and Cal Poly Humboldt department and program offerings. They can be paid or unpaid experiences. They may be highly formalized, supported and supervised, to less formal experiences. They may or may not count for Cal Poly Humboldt course credit. Students have the right to choose an internship experience based on their preferences, availability and abilities. **The following gathers a range of resources and places to search for internships.**

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**Cal Poly Humboldt Career Development Center**

[career@humboldt.edu](mailto:career@humboldt.edu) | (707) 826-3341

<https://acac.humboldt.edu/> (website under construction)

The Career Development (CDC) supports students with their professional potential through major and career exploration, jobs and internships, résumé development, and guidance for applying to graduate school.

- The Career Development Center can provide assistance for career paths and internships via appointment only. Please use the email or phone number above to schedule your appointment.
- Helpful websites (The following will be restructured in the future under a new Career Development Service website)
  - [Humboldt Handshake](#): 24/7 job and internship database that includes on-campus and off-campus, work-study, part-time, full-time, temporary, summer, internship and career positions. Sign up for workshops, on-campus interviews and special events.
  - <https://acac.humboldt.edu/students/jobsinternships> General internships information.
  - <https://acac.humboldt.edu/students/job-and-internship-boards> Academic and industry field specific links, providing national societies, associations, alliances and other institutes with job boards and search engines. Search for “internships” on each site.

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**Cal Poly Humboldt Center for Community Based Learning**

[ccbl@humboldt.edu](mailto:ccbl@humboldt.edu) | (707) 826-4960 | Lower Library 26

<https://ccbl.humboldt.edu/students>

The Center for Community Based Learning (CCBL) supports community-based learning courses such as Academic Internships and Service Learning (a teaching method that requires community service, and can provide additional community connections and experience). Students can utilize the following resources and contact the CCBL for support.

- [Search for Cal Poly Humboldt Academic Internship and Service Learning classes](#) listed in the class schedule each semester.
- Students enrolled in Humboldt Academic Internship courses should first discuss with their faculty potential internships at approved community organizations (or on campus) that can count for the course.

- The [S4 placement database](#) (sign in with your regular Humboldt username and password) can be searched for approved sites for courses, however some may fall under larger organization names...
- CCBL staff can assist students with approved sites and additional ideas, along with how to report course internship placements in the S4 system. New site approvals should be initiated by faculty.
- Community partner organizations can access a [guide on developing internships](#) from the CCBL website.
- CCBL also offers the [#CaliforniansForAll College Corps](#) program is a service fellowship that provides students with college funding while engaging them in community problem-solving in the fields of education, climate action, and food insecurity.

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### Other Campus Programs Providing Internship Support and Opportunities

- Select Humboldt courses with developed internship programs:
  - Biology [Pre-Professional Health Programs](#) include the Biology 482 - Supervised Internship course for the following programs:
    - Pre-Medical Shadowing: includes [Humboldt's Healthcare Career Pathways Program](#), a collaboration with the Humboldt Del Norte Medical Society to place Humboldt and College of the Redwoods students in [paid summer internships](#) with healthcare professionals to provide career guidance. Students work full time for 10 weeks observing medical health professionals.
    - [CIRM Bridges 3.0 - Scholars Program](#) Each year a cohort of 10 graduate and undergraduate students participate in a yearlong research experience in stem cell biology and regenerative medicine at outstanding host institutions. The student interns receive advanced training in the research methods and manufacturing practices required to develop cellular-based therapies for emerging and unmet medical needs.
  - [Certificate in Museum and Gallery Practices](#) program offers Art 482 - Museum & Gallery Practices Internship
  - [Child Development Hands-on Learning](#) includes the CD 482 - Directed Field Experience internship course.
  - The [Department of Environmental Science & Management](#) (ESM) offers the Environmental Science & Management 482 Internships course for general ESM internships.
    - The [Office of Sustainability Applied Learning opportunities](#) also offers the Environmental Science & Management 482 Internships on Sustainability course. Also on this site is the Directory of Sustainability Practitioners - a resource updated each year for Cal Poly Humboldt faculty and students to find local professionals willing to share their expertise inside and outside the classroom.
  - The [Department of History](#) offers a vetted list of local sites and resources for history related internships. This department includes the History 482 Internship in History course.
  - The [Department of Politics Internships](#) webpage offers a vetted list of local sites and resources for Sacramento and DC internships. This department includes the Political Science 482 Internships course.
  - The [Department of Sociology](#) offers a vetted list of local sites and resources and hands on learning experiences at each education level.
  - The [School of Business Academic Internship Program](#) offers the Business Administration 482 – Internship course that provides paid internship experiences.
- The [School of Engineering](#) provides a scaffolding system to support students and find internships for more information, contact a faculty advisor. Their [employment resources for engineering students](#) webpage includes leads to internship information.
- [Library Scholar Internships](#): Benefit from project-based learning and undergraduate research opportunities that produce hands-on learning in Special Collections, Digital Media, or Scholarly Communications.



- [COMPASS Programs](#): Centering the [Indian Natural Resources, Science & Engineering Program \(INRSEP\)](#), COMPASS programs place special emphasis on working with our Native students and those from backgrounds historically marginalized and underrepresented in Science, Technology, Engineering, Mathematics, and Medicine (STEMM). INRSEP advisors foster student-faculty connections and encourage students to consider their academic and career pathways after graduation. Counseling on internship opportunities may also be available.
- **Sponsored Programs Foundation (SPF)**: Generally, faculty, staff, & students can search SPF resources to find grants/externally funded opportunities that might support internships and related programs. [Pivot](#) is an editorially maintained database of external funding opportunities; try searching for “internships” (graduate or undergraduate) for a list of current opportunities. The [Engagement Hub](#) is a repository for Cal Poly Humboldt internally funded small grants, awards, and stipends that may fund internship type opportunities. Both Pivot and Engagement Hub can also be found in your MyHumboldt portal under the resources tab.

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### General Search Engines for Internship Opportunities

Search the following for “internships”, by location; consider signing up for daily notifications on new postings if there is an option:

- [Apprenticeships](#) - click on “Become an Apprentice”, then [Find Available Apprenticeship Programs](#). Apprenticeships are typically offered by trades such as construction, auto maintenance, etc.; educational requirements vary.
- [Arcata Chamber Job Posting Board](#) (this is a new feature- more jobs will be posted in time).
- The [College of the Redwoods Career Center](#) provides internship information, primarily for CR students.
- [Covintern](#): search engine for remote internships.
- [Glassdoor.com](#)
- [Idealist.org/en/internships](#)
- [LinkedIn.com](#)
- [Indeed.com](#)
- [internshipfinder.com](#)
- [usajobs.gov](#)
- [Wayup.com/s/internships](#)



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### Final Tips

- Polish up your résumé, curriculum vitae and portfolio. Contact the Career Development Center for support.
- Go to Job Fairs - employers often share internship opportunities, and recruiters may have tips. Cal Poly Humboldt hosts the Spring Career Expo and Volunteer Fair in February. In the fall, look for the Part Time Job Fair; Engineering Fair, etc.
- Attend the Arcata Chamber of Commerce [Young Professionals Mixers](#) to build connections and learn about new opportunities.
- Explore websites of organizations/corporations in your field of interest to see if they offer internships. Subscribe to organization newsletters to keep up on latest opportunities. Cold call them to find out more - try asking for “the person in charge of internships.”
- Make general approaches (call, email, visit) to local organizations that interest you to see if they have or can develop an internship (paid or unpaid, depending on organization offerings).
- Ask faculty in your field of interest to recommend industry related organizations and businesses offering internships.
- Talk with your friends/peers who have secured internships.

THE CENTER FOR

Community Based Learning

# How to Find an Internship

This document can be found on the CCBL website at:

<https://ccbl.humboldt.edu/students>