How to Find an Internship
Woodruff School of Mechanical Engineering

Why should I look for an internship?
All students should plan to have two work experiences prior to graduation. Most companies require students to have work experience before being considered for full time positions.

What year in school must I be to look for an internship?
Companies who hire interns are generally looking for juniors or seniors. Companies can select from a large pool of candidates, so they usually choose students who are further along in school. However, students are able to intern after finishing their freshman year.

What resources does Georgia Tech have to find an internship?
Georgia Tech Internship Program – The Center for Career Discovery and Development handles internship and co-op positions. Students must be registered for the internship or co-op program in order to apply to job postings.

- Requirements to participate in the internship program:
  o Thirty hours of coursework. Transfer students can begin to look for work during their first full-time semester; however, they must complete at least twelve (12) hours in order to be cleared for work.
  o A minimum GPA of a 2.0 and be in good academic standing.
  o Acceptance into the internship program.

- How to apply to the internship program:
  o Application instructions are at: [www.gtip.gatech.edu/application_process.html](http://www.gtip.gatech.edu/application_process.html)
  o Go to CareerBuzz and create a new student account. Instructions can be found here: [www.gtip.gatech.edu/p2d2_carerebuzz.html](http://www.gtip.gatech.edu/p2d2_carerebuzz.html)
  o Participate in the required orientation session. [www.gtip.gatech.edu/online_orientation.html](http://www.gtip.gatech.edu/online_orientation.html)
  o Schedule a meeting with your advisor, Tina Payne (tina.payne@gatech.edu), on CareerBuzz.
  o Start to look for and applying to internships on CareerBuzz.
  o CareerBuzz Database and Instructions: [https://gatech-csm.symplicity.com/students/](https://gatech-csm.symplicity.com/students/)

- How to register an internship once you have secured a position:
  o Instructions can be found here: [www.gtip.gatech.edu/intern_job_placement.html](http://www.gtip.gatech.edu/intern_job_placement.html)

What other resources are available outside of Georgia Tech to look for an internship?

- Websites external to Georgia Tech:
  - www.internships.com
  - www.simplyhired.com
  - www.aftercollege.com
  - www.monstertrak.com
  - www.internweb.com
  - www.internships4you.com
  - www.collegegrad.com
  - www.dice.com
  - www.internjobs.com
  - www.wetfeet.com
  - www.indeed.com
  - www.ccefp.org/get-involved/internships (fluid power internships)
  - www.internsource.com
  - www.internsource.com
  - www.rileyguide.com
  - http://jobboard.asme.org/?cm_re=Home--GlobalHeader--
  - www.jobster.com
  - Job%20Board

- Internships in research, national labs and the government:
  - www.nsf.gov/crssprgm/reu/
  - www.twc.edu

- Non-profit internships and community service (most are not paid):
  - www.ideal.org
  - www.service.gatech.edu/index.php
  - www.volunteermatch.org
  - www.quintcareers.com/volunteering.html

- Attend on-campus employer information sessions with a resume if you are interested in that particular company. [http://career.gatech.edu/pages/employer_info_sessions.php](http://career.gatech.edu/pages/employer_info_sessions.php)
- Attend the Georgia Tech Internship Career Fair in January. [www.gtip.gatech.edu](http://www.gtip.gatech.edu)
- Attend Georgia Tech’s virtual career fair: [www.gatech.careereco.net](http://www.gatech.careereco.net)
- Attend ASME (American Society of Mechanical Engineers) meetings and network with employers who give those presentations. They also sponsor a career fair every September.
- Use the Chamber of Commerce to find companies in specific cities. [www.chamberofcommerce.com/business-directory](http://www.chamberofcommerce.com/business-directory)
Internships - Frequently Asked Questions
Woodruff School of Mechanical Engineering

What is an internship?
An internship is a single semester work experience directly relating to the student’s academic major. Interns typically work for a single semester but, in some cases, have the option of working for two consecutive terms (e.g., spring and summer, or summer and fall).

What semesters can I have an internship?
Internships can be done during any semester. Most students work during the summer semester, but there are plenty of opportunities available during the fall and spring. Do not limit your search to summer only. Students who work full time internships can register as a full time student through Georgia Tech.

When should I begin my internship search?
Students should begin their internship search approximately 2 semesters before they are interested in interning. For example, students who want to intern in the summer, should start looking at the beginning of fall semester and heavily at the beginning of spring semester. Continue to look all through the end of the last semester, don't give up too early!

Where can I get help with my resume and my interviewing skills?
- Resume Help: http://career.gatech.edu/plugins/content/index.php?id=81
- Walk-In Resume Help: http://career.gatech.edu/index.php
- Interview Help: http://career.gatech.edu/plugins/content/index.php?id=55
- Career Research Tools: http://career.gatech.edu/pages/careertools.php

Do I pay tuition and fees for the work term?
No tuition is paid during the work term; however, students may choose to pay rent for campus housing or normal fees for athletic events, health services, and campus recreation.

Do students receive academic credit for working at an internship?
Each work term that is registered with the internship program will appear on the student’s transcript, but will not count towards class credit or graduation requirements within ME.

Are students paid for internship assignments?
Yes, nearly all internships in the engineering field are paid.

Can international students accept internships?
Usually; international students should see www.gtip.gatech.edu/work_authorization.html

Does Georgia Tech offer international internships?
Yes, international internships are available through Ga Tech. More info here: http://oie.gatech.edu/content/gip

Can I find an internship in Atlanta?
Many students find internships in the Atlanta metro area. However, limiting the search to Atlanta will eliminate many great opportunities and reduce the number of opportunities available. We strongly encourage students to search as broadly as possible.

How do I register my internship through Georgia Tech?
Instructions to register your internship are at www.gtip.gatech.edu.

Do I have to register my internship through Georgia Tech?
Students are not required to register their internship, but we encourage it. Registered internships will show up on a student’s transcript and will enroll you as a full-time student.

What do students do about housing when they go to work?
Housing can be arranged with the help of employer administrators, through personal initiative, by word of mouth, or through other students working outside the Atlanta area. Students working in and around Atlanta are eligible for on-campus housing.