

Sample Internship Program Sites

These and many more organizations offering internships are available.

ACLU	NY Historical Society
American Ballet Theatre	NY Presbyterian Hospital
American Museum of Natural History	NYC Council
American Red Cross	NYC Dept. of City Planning
Asia Society	NYC Dept. of Consumer Affairs
Atlantic Records	NYC Dept. of Health
Better Business Bureau	NYC Office of Emergency Management
Bloomberg	NYC Transit Authority
Christie's	Paley Center for Media
Corporation Council	Penguin Random House
CBS	Rusk Institute of Rehabilitation Medicine
Council on Foreign Relations	Safe Horizons
CUNY Internship Program	Sesame Workshop
Doctors Without Borders	Signature Theatre Company
Dow Jones Newspaper Fund	Simon and Schuster
Foreign Policy Association	Solomon R. Guggenheim Museum
HarperCollins	SONY Music Entertainment
Hospital for Special Surgery	The Conference Board
Human Rights Watch	The DOOR
International Center of Photography	The Morgan Library and Museum
JBFCs	Theatre Communication Group
Kings County District Attorney's Office	Turner Broadcasting
Legal Aid Society	Tribeca Film Festival
Manhattan Borough President's Office	UBS Financial Services
Manhattan Theatre Club	US Fund for UNICEF
Marvel Entertainment	Vera Wang
Metropolitan Museum of Art	Viacom
Mount Sinai Medical Center	WABC-TV
Municipal Credit Union	Warner Music Group
NBCUniversal	Young Adult Institute
NY Economic Development Corp.	YES Network

Who Can Provide More Information?

Contact Hunter's Internship Coordinator, Paula Wicklow, by telephone 212-772-4850 or email: pwicklow@hunter.cuny.edu



212.772.4850 · career@hunter.cuny.edu · 805 East Building

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INTERNSHIP PROGRAM



A Key To Your Career

To learn more about internships, call Career Development Services at 212.772.4850, visit 805 East or email career@hunter.cuny.edu

HUNTER
The City University of New York

Division of Student Affairs
Career Development Services



What Is An Internship?

An internship is a field work experience that offers students opportunities to explore potential professions and obtain relevant experience before graduation.

What Are The Advantages Of Doing An Internship?

- Explore a career field of interest
- Earn academic credit or a stipend
- Acquire training, professional experience and skills
- Prepare for a competitive job market
- Obtain references from professionals in the field
- Develop contacts for future job searches
- Showcase the experience on the resume and during the job interview

What Are The Steps?

1. Schedule an appointment for internship preparation at Career Development Services
2. Submit a prepared resume and cover letter to the Internship Coordinator
3. Select internships relating to career goals on the CareerHunter online database and related resources
4. Interview with organization representatives
5. Discuss academic requirements and assignments with faculty advisors
6. Register for academic credit by the designated deadline

What Qualifications Should An Intern Have?

- Interest in the field
- Related coursework
- Motivation and adaptability
- Professional appearance and demeanor
- Suitable availability (e.g. days & times)
- Relevant skills

When Are Internships Available?

Internships are available during the Fall, Spring, and Summer semesters. Apply at least a semester in advance. The commitment is either part time (12-20 hours per week) or full-time (30-35 hours per week—summer only).

Who May Apply For An Internship?

Hunter undergraduate or graduate students in good academic standing may apply. Please note that internship projects may require related coursework and specific class standing.

In What Career Fields Can A Student Gain Experience?

Accounting	Environmental	Mapping	Rehabilitation
Actuarial	Film	Marketing	Securities
Advertising	Finance	Multimedia	Social Research
Anthropology	Gerontology	Museum Operations	Social Services
Arts/Arts Administration	Health Administration	Music	Special Events Planning
Computer Graphics	Health Education	Non-Profit	Sports
Computer Programming	Historic Preservation	Photography	Statistical Analysis
Constituent Services	Housing	Policy Analysis	Systems Analysis
Counseling	Human Resources	Psychology	Television
Cultural Affairs	International Affairs	Public Relations	Theatre
Dance	Journalism	Publishing	Transportation
Economic Development	Laboratory Research	Radio	Urban Planning
Editorial	Legal Affairs	Real Estate	Video Production
Entertainment Casting	Legislative Research	Recreation	Women's Studies

Resources To Help You

- CareerHunter Job & Internship Database—<https://bit.ly/CDSCareerH>
- Career Development Services—<http://hunter.cuny.edu/student-services/cds>
- Career Insider—<http://careerinsider.vault.com/wps/portal/usa>

Being An Intern

“Being an intern has given me a better understanding of who I want to be and where I want to be in life. The people I met inspired me. The places I went motivated me. The things I did changed me.”

“Like most students at Hunter, I had a vague notion of what I wanted to do with my life but nothing concrete. I decided to visit Career Development Services where I discussed my interests and received helpful suggestions and information. By the end of that visit, I had a revised resume, several important leads for an internship, and something even more valuable—hope.”