



# School of Packaging Internship Program

## INFORMATION FOR STUDENTS

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### Welcome to this exciting stage in your college career...

The benefits of an internship cannot be stressed enough. Data shows that graduates who have internship experience get jobs more quickly and at a higher average salary than those without. Through an internship you will gain a better perspective of the packaging industry and what place you would like to have in it. The internship will give you a greater sense of confidence in your abilities, conviction in your chosen profession, and savvy of the business world. An internship will offer personal and professional rewards and benefits that cannot be gained in the classroom. No doubt, this experience will place you in the best possible position for leaving MSU and moving successfully into the packaging industry.

While the internship is a great learning experience, so is the process of getting one! Interview and meet as many employers as possible! Be open in your search to location and industry as this will present the maximum number of opportunities. Enjoy the process and do your best for only your best will get successful results. By best that means:

- ▶ Watch for new postings daily and apply for many jobs and go on many interviews.
- ▶ Do an excellent job on your cover letters and resume
- ▶ Be very prepared for interviews. Employers are seeking enthusiastic, bright and motivated students to fill internship positions, and don't expect you to have "packaging experience". Thus, in interviews, your ability to communicate these qualities including your background, skills, talents, and willingness to work hard and do a good is key.

#### Stats and Info:

- ❖ More than 80% of packaging students graduate with internship experience.
- ❖ Average rate of pay: \$17/hour.
- ❖ Travel expenses to re-locate are usually covered by the employer. Some employers provide housing or offer housing subsidies.
- ❖ Internships are offered throughout the year usually: January – June (some extend into August)
  - June – December
  - May – August
- ❖ Most internships (about 80%) are offered for six months and are located outside of Michigan.

## EMPLOYERS:

Employers range from huge international corporations to small businesses. The companies represent a diverse number of industries including: foods, pharmaceutical, medical, cosmetics, personal care, consumer durable and soft goods, automotive, chemicals, aerospace, electronics, and suppliers. Employers are located in states across the country so re-location out of Michigan is probable.

## RULES AND REGULATIONS:

To successfully participate in the internship program and to assure fairness and ethical practices, there are rules that must be followed. It is your responsibility to know and follow these rules. Failure to do so may result in losing access to the School's placement services in future internship or job searches.

1. You must be officially admitted to the packaging major.
2. PKG 315, 322 and 323 must be completed before the internship begins.
3. The internship course allows a second enrollment, so two internships are possible.
4. Internships are taken in your Junior or Senior year and are not available to you after graduation.
5. Enrollment is required during all internships (first and second).
6. It is expected that you will act responsibly and ethically when participating in this program. Thus, it is expected that you will show up for all interviews, cancel interviews with as much notice as possible and not renege on accepted positions.

## ENROLLMENT & COURSE REQUIREMENTS:

1. Notify the Placement Coordinator of an accepted position and complete a "Notification of Internship" form.
2. Enrollment in PKG 493 is required for all Internships. PKG 493, taken the first, time counts toward your Packaging elective requirements. Taken the second time (should you get a second internship) it is counted as general elective credit. This policy will be strictly enforced. Students who don't enroll in the internship course as required will be blocked from using MySpartanCareer and will have a "Dean's Hold" placed on any future enrollment at MSU. So consider wisely and realize that the experience gained is worth the investment.
3. PKG 493 is a Pass/No Pass course. To get a "P" grade you will:
  - ◆ Successfully complete the full length of the internship.
  - ◆ Receive good work performance evaluations.
  - ◆ Complete all of the written assignments.

4. Always enroll in regular classes as you normally would for the entire school year. Once you get a Position, and the coordinator has processed an override, you can add PKG 493 and drop other classes.

## HOW TO BEGIN:

### Complete the Internship Application Form:

◆ Turn in your completed application form to room 118 Packaging Building. A new form has to be completed at the beginning of every school year.

### Prepare a Resume, List of Courses and Grades & Cover Letter:

◆ QUICK GUIDES AVAILABLE AT: <http://careernetwork.msu.edu>

Click on: Students → Finding/Getting a job or internship → Resumes and letters

◆ WORKSHOP SCHEDULE AVAILABLE AT: <http://careernetwork.msu.edu>

Click on: Career Events

Register on MySpartanCareer at <http://careernetwork.msu.edu>

Click on MySpartanCareer

◆ First time users will need to follow the link shown to create a profile

◆ Registered current users follow the link shown

◆ Make sure to post a resume and list or courses once you have registered

See Attached: Instructions for using MySpartanCareer

## Interviewing:

◆ Plan your interview outfit. If you do not own a business suit, purchase one.

◆ Prepare for interviews through company research and review of typically asked interview questions.

◆ Most job listings will link to the corporation's web site for your review.

◆ Review reports from previous interns on file in the Reading Room (120 Packaging Bldg.)

- ◆ Follow-up with a thank you letter after each interview.

HANDOUTS ON DRESS FOR INTERVIEWS AND TYPICAL QUESTIONS ARE AVAILABLE ON LINE AS NOTED EARLIER.

### Location of Interviews:

Most of the interviews are held at Career Services-2<sup>nd</sup> Floor Stadium or 113 Student Services Bldg. Upon arriving for your interview sign in and then have a seat in the waiting area. The receptionist will call your name for the interview and tell you which room to go to.

### FINANCIAL AID, LOAN DEFERMENT, INSURANCE COVERAGE:

Students enrolled in PKG 493 are coded “full-time equivalent” for the purposes of maintaining student loan grace periods and health insurance.

For financial aid, please contact the MSU Financial Aid Office. Recent changes in federal laws have increased the number of credits required for federal loan eligibility. This will affect the number of credits you need to carry.

### You Got an Internship...Now What?

- ◆ Attend an Exit Session: Sign up for one of the session that will be held during the last two weeks of the semester. At these sessions you will sign a Training Agreement Form and the Program Coordinator will go over the assignment and other important information.  
YOU MUST ATTEND AN EXIT SESSION!
- ◆ Work with the employer to arrange housing for your internship. They should give you assistance with this, although it may be your responsibility to find and arrange a place to stay. In most cases you can also work with the student currently on internship at that company. Also, view the Compensation & Housing Reports on file in the Packaging Reading Room (room 120 Packaging Bldg). These are located in the black file cabinets alpha by company name.
- ◆ Be aware of the fact that there will be some out-of-pocket expenses that you will need to cover when taking an internship. These might include housing deposits, utility hook-ups, clothes, etc. Although most employers will cover travel expenses it is often offered on a reimbursement basis and depending on the pay cycle it may be a week or two before you get your first paycheck.

## **PROGRAM COORDINATOR:**

My office is always open for quick questions. Please make an appointment if you would like your resume reviewed or have other matters or questions that will require more time.

If you want to make an appointment just e-mail me with a couple of suggested dates and times. I'll pick one and get back to you.

Ronald Iwaszkiewicz, Placement Coordinator

118 Packaging Building

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