

JOBS AND INTERNSHIPS

What We Offer

Career Services provides a number of different ways for students to locate permanent and summer positions.

Through *PennLink*, our on-line database of summer internships, jobs, and permanent positions, students can search for opportunities using a range of search criteria including location, type of industry, and type of job. In addition, we subscribe to a number of print and electronic job newsletters. Through our distribution lists we notify students of opportunities as we hear of them. We help students prepare for their job search through assistance with resumes, cover letters, and interviewing practice

Through our extensive *On-Campus Recruiting* program, we make it possible for students to interview on campus for permanent and summer positions. We average approximately 12,000 interviews per year, of which about 25% are for summer jobs.

In addition, through our Web site "*Recommended Internet Links*" <<http://www.vpul.upenn.edu/careerservices/internetmenu.html>> we provide links to scores of Web sites and databases that list jobs and internships.

Issues that might affect you and your students

On-Campus Recruiting Interviews :

Career Services staff are firmly committed to the notion that students have come to Penn to learn, to be students. As such, we expect them to go to their classes, and schedule their career-related activities around their classwork. However, we know there are times when students are invited to interviews outside of Philadelphia, often during the week, and requiring the student to be away for the entire day. **We encourage students to meet with you to talk about their interview schedules and how best not to compromise their academic work.**

Students turning to you for job/internship leads:

We encourage students to talk to their faculty about their career goals, and to take advantage of your experience and insight. Because you may have ongoing relationships with employers in your field and alumni of your programs, you can potentially provide a wealth of information to your students.

Internship Credit for College of Arts and Sciences Students:

With few exceptions, Penn does not offer credit for internship experience. However, many internships that most interest College of Arts and Sciences undergraduates require that the student receive some sort of credit for the internship. The College Office has developed a policy for accommodating students seeking internships requiring credit. The policy can be found at:

<http://www.college.upenn.edu/curriculum/internship.html>

