



# Navigating Through School and Internship

By a Once Real-Life Student Intern, Betty Lee

# Purpose & Intended Audience

- Purpose: Insight into My Personal Experience
- Intended Audience:
  - Going Back to School
  - Community College
  - Transferring Students
  - University Students
  - Soon to be Graduates
  - Entering the Work Force

# Overview

- Questions to Think About
- Humble Beginnings
- Transition Back to School
- Community College
- Transfer to a 4-year School
- Landing an Internship
- University
- Lesson's Learned
- Career Development / Next Steps

# Question to Think About

Question: Where are you at in your journey?

Possible choices:

- Middle School
- High School
- Alternative School
- College
- Graduate
- Other (please specify)

# Humble Beginnings



- 1<sup>st</sup> Generation to Attend University
- Initial Interest in ESM
- Financial Hardship

# Transition Back to School

- Student Loan Holds
  - Payment plans
- Finding a Balance Between Work/School/Personal Life



# Community College

- Selecting AA of Science vs Arts vs Earning Credits
- Utilize Multiple Campuses
- Shuttle Program?
- Tutoring Program



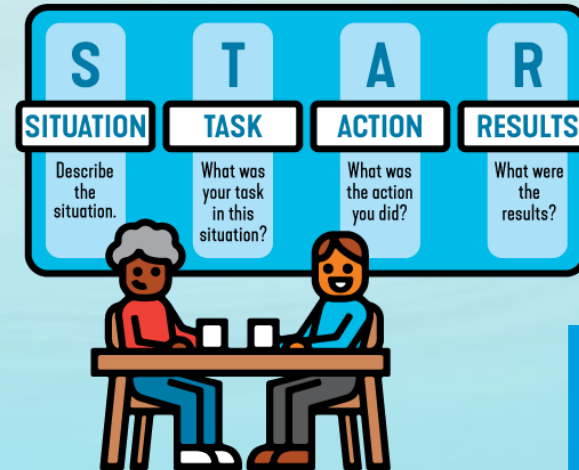
# Transfer to a 4-year School

- Visit Potential Schools During Open House Days
- Go to Transfer Days
- Get in Contact w/ Transfer Counselors



# Landing an Internship/Job

- PSU: <https://www.pdx.edu/careers/what-can-i-do-with-a-degree-in>
- Careers Section → Internship Subsection
- Apply for Job
  - Tailor Resume and Cover Letter
- **Download or Save the Job Description**
- Check Email and Pick Up Phone Calls
- Save the Interview Date & Time!
- Prepare for the Interview
  - **STAR Method for Every Job Duty**
  - Research **Interview Panel Members** & **Company**
  - Mock Interview
- Show Up on **Time** & Dress to Impress
- Don't say, "And so yeah..."
  - Instead Use, "Thank you" or nothing and take a breath
- Thank the Panel
- Repeat...many many times!!!



# University

- Selecting Major → Read Course Descriptions
- Go to Orientation and Meet Academic Advisor
- Join a Club/Student Association or Two
- Meet w/ Professors
- Utilize School Resources:
  - Career Center/Fairs
  - Counseling
  - Tutoring
  - Gym (Free or reduce cost)

## REMOTE ADVISING DAY WITH ESM FACULTY

Join ESM faculty members  
Dr. Kelly Gleason and Dr. Melissa Haeffner  
for an opportunity to discuss:

- ESM courses
- graduate school
- internship and job opportunities
- career planning

**MONDAY, APRIL 26TH**  
**10 - 11 AM**  
**VIA ZOOM MEETING**

[HTTPS://PDX.ZOOM.US/J/83508818551](https://pdx.zoom.us/j/83508818551)

*Meeting can only be joined using a pdx.edu email.*

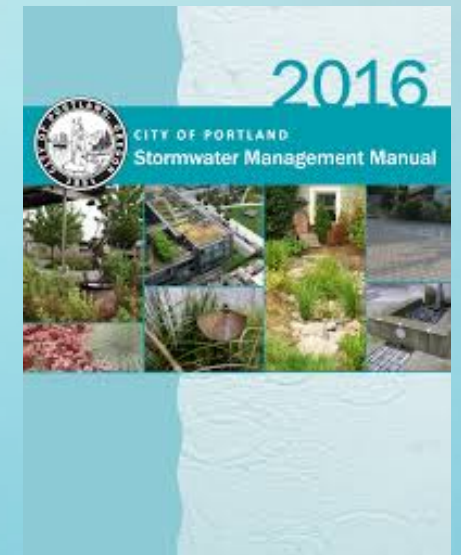
# Navigating Both at the Same Time

- Select Priorities
- Job or No Job Feasibility
- Open Communication Between Work and School Load
- Create a Quarterly Schedule
- Have a Weekly Calendar
- Have a Good Support System
- Go on Vacation if Possible



# My Internship at the City of Portland

- Industrial Stormwater Program
  - 1200Z Permits
- Maintenance and Inspection Program
  - Private Stormwater Facilities
- Coordinated Site Assessment
  - Capital Improvement Projects



# Question to Think About

Question: What is your internship status?

Possible choices:

- Do not know what an internship is.
- Looking for an internship.
- Currently in an internship.
- Completed an internship.
- Completed multiple internships.
- Other (please specify).

# Lesson's Learned

- Scholarships
- Study Groups
- Undergraduate Field Work
- Read Job Qualifications Requirements
- Download and Save Job Description
- STAR Method for Every Job Duty
- Research Interview Panel
- Job offers / negotiations
- Fast Track vs School Route



# Career Development / Next Steps

- Network
  - Conferences
  - Associations like AEG
  - Local NGO and Utilities:
  - Your Own Network
- Apply for Jobs
- Job Boards:
  - Indeed, Handshake, Glassdoor, Company, Professors
- Have a Bigger Role in an Association or Local Organization
- Learn to Become a Mentor from a Mentor
- Pave the Way for the Next Generation
- **Game Plan for Paying Off Student Loans**

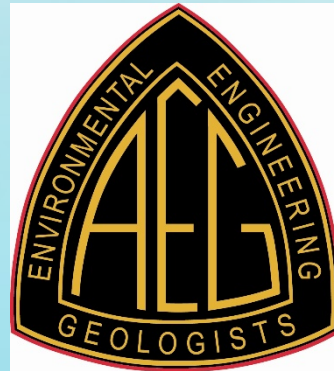
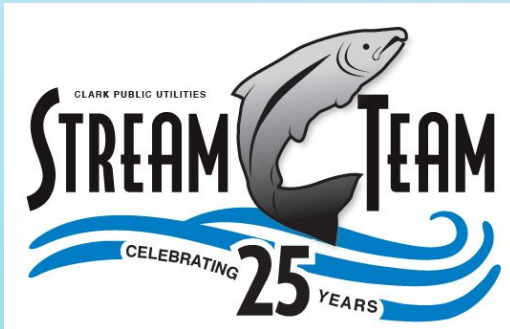
# Question to Think About


Question: Do you have a mentor?

Possible choices:

- Do not know what a mentor is.
- Looking for a mentor.
- Having trouble finding a mentor.
- Have an inactive mentor(s).
- Have an active mentor(s).
- Other (please specify).

# I'm an Ambassador





Know where you are.  
Think of where you want to go.  
Seek guidance to get there.

# Thank You

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