



[Division of Student Life Internship Opportunities – Spring 2010](#)

The Division of Student Life has (14) different credit-bearing internship opportunities with Student Life, Student Activities, Campus Recreation, Craft Center and Student Media. A credit internship is an opportunity to gain work related skills while taking classes as Stony Brook University.

To apply:

- e-mail: Dr. Susan DiMonda, Associate Dean and Director of Student Life at susan.dimonda@stonybrook.edu
- Attach Resume
- Attach a Letter or e-mail stating which internship you are interested in applying for, reasons for applying, and any qualifications or academic major/minor that you may have related to the position.

Once accepted and approved for the Internship students would be required to register for either of the following courses:

[EXT 488 Internship](#) is for juniors/seniors minimum (57 credit hours)

[EXT 288 Internship](#) is for freshman/sophomores (less than 57 credit hours)

Student Life Marketing and Programming Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Assist the Associate Dean and Director of Student Life with production of newsletters, weekly Student Life Listserv announcements, on-line calendar, facebook, blackboard and special events sponsored by the Division of Student Life. This is a great opportunity for a student interested in journalism, public relations, and event planning.

Student Life LEADERSHOPS Operations Internship 1 (8 – 12 hrs per week, 3 Academic Credits)

Internship appropriate for student of Junior/Senior standing

- Assist a Student Life professional staff member with planning, marketing, organizing and executing the *Leadershops* program. Intern will compile registration information and statistics, provide up-do-date information to participants via electronic messaging, and compile assessment results. Intern will also assist is planning process for series in upcoming semester. Intern must be proficient in Microsoft Excel and demonstrate strong written communication skills.

Student Life LEADERSHOPS Assessment Internship 1 (8 – 12 hrs per week, 3 Academic Credits)

Internship appropriate for student of Junior/Senior standing

- Assist a Student Life professional staff member with planning, marketing, organizing and executing the *Leadershops* program. Intern will attend workshops and provide up-do-date information in person to participants, develop tracking and assessment materials as well as evaluate and report on assessment results. Intern will also assist is planning process for series in upcoming semester. Intern must demonstrate strong verbal communication and analytical skills.

Intramural/Sport Club Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Assist in the day to day needs of the intramural and sport club program; which includes administrative paperwork, special events management, budget, payroll, supervision, hiring and training of employees, marketing and publicity and program evaluation/assessment. This is a great opportunity for a student interested in event management, business, operational management, public relations and marketing.

Wellness Center Marketing Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Assist in the publicity and the promotion of wellness center memberships. Generate new and innovative ideas on how to get more faculty/staff wellness center members. Assist in developing a program assessment. This is a great opportunity for a student interested in public relations, marketing, advertising and facility management.

Student Activities Operations Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- The Project Management Intern for the Office of Student Activities will be responsible for assisting with the planning of several major projects such as Homecoming and Senior Leadership awards. The intern will also be responsible for assisting with budget spreadsheets, and working with the Associate Director of Student Activities on various projects through the semester. This is a great opportunity for a student interested in learning how to manage multiple projects and plan programs.

Student Activities Project Management Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- The Project Management Intern for the Office of Student Activities will be responsible for assisting with planning several major traditional events such as the Student Life Awards. The intern will also be responsible for assisting with budget spreadsheets, and working with the Director of Student Activities on various projects throughout the year. This is a great opportunity for a student interested in learning how to manage multiple projects and plan programs.

Student Activities Communications Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- The Communications Intern will be responsible for publicizing events sponsored by Student Activities and other clubs on campus, making all necessary flyers for upcoming events, maintaining the bulletin boards in the SAC and Union, updating the glass cases in the SAC and Union, maintaining Target Vision, assisting with Student Activities publications, review Events Management Committee meeting minutes and maintain an up-to-date calendar of events, maintain Blackboard accounts for Student Activities and for Red Hot After Hours, collaborating with the Publicity & Marketing Team on various projects.

Student Activities Programming Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- The Programming Intern will be responsible for being a part of the Chillfest and Opening Activities 2009 committees, reservations, training in R-25, learning the event policies and procedures and paperwork, helping to plan and execute various events, assisting Clubs and Organizations event planning, processing the online reservation request form, creating a portfolio of events highlighting, and maintaining a record of all canceled events for the semester.

Student Activities Assessment Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- The Assessment Intern will be responsible for various assessments in Student Activities. Interns will: attend events held by Student Activities and other clubs, learn an online survey service, and evaluate various events, effective marketing techniques, the new club workshops, etc. Interns will also examine the event report form and update it to cater to the department as well as assist with the Activity reports.

Craft Center Program Coordinator Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Students who practice an art or craft specialty will help plan and execute events and assist with PR and marketing. Work closely with staff on planning major craft events, Make it –Take it crafts, Craft Center classes and specialty events for clubs and organizations. Intern is responsible for publicity, production of flyers, on-line calendar, facebook, newsletters and program evaluation. This is a great opportunity for a student interested in a career in the arts, event planning and marketing.

SBU-TV or WUSB Radio Production Intern (4 – 12 hrs per week, 1- 3 Academic Credits)

- Develop Commercials for the Division of Student Life which includes Student Activities, Campus Recreation and Commuter Student Services. Edit SBU –TV productions for airing on Closed Circuit TV. Collaborate on TV or Radio; News, Sports and Live Music productions. Complete edited projects to meet production deadlines. This is a great opportunity for a student interested in a career in journalism, radio or television.

WUSB Operations Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Help maintain Fund-raising Database, Computer, Broadcasting, Editing Equipment and Projects for 24- hour a day broadcast FM radio station. Help create equipment manuals and technical training materials. Work with on-air hosts and operation assistants to maintain day to day operations of WUSB studios. This is a great opportunity for a student interested in a career in journalism, radio or television, fund-raising, or business management.

Media Public Relations and Fund-raising Internship (4 – 12 hrs per week, 1- 3 Academic Credits)

- Assist in the day to day needs of the Student Media office , Campus Print and Broadcast offices; May include preparing mailings, coordinating public service announcements, answering phones, take and type meeting minutes, photographing events, participating in committee meetings, collaborating with student media and volunteers, sorting mail, helping to create posters, flyers and other print materials. Entering data for radio station fund-raiser and maintain excel files. Schedule phone coverage during fund-raiser. This is a great opportunity for a student interested in event management, data base management, operational management, public relations and marketing.

Expectations of students

Each student will be required to set academic goals for your internship with your faculty sponsor, and the degree to which you meet those goals will be evaluated and graded. Your partners in the EXT 488 internship are the Career Center, your faculty sponsor, and your site supervisor. Communicating with all three partners is essential. Career Center requirements:

- set learning goals related to either your major or career goals
- keep submit a journal account of your experiences
- evaluate your learning goals at mid-semester
- receive an evaluation from your internship site supervisor (i.e.boss)
- communicate with Career Center and faculty sponsor throughout the semester

Reference Source URL: <http://www.career.sunysb.edu/content/faculty/internships>