

## Student Internship Checklist

Internships can give you valuable experience in the workplace. It is a really exciting time because you get a preview of what your life could be like working at a job in an area of interest to you. You'll meet many new people and learn a lot, so work hard and pay close attention and think about the possibility of this being the start of a career for you.

### Before the Internship ...

- ✓ Think about the kind of internship you might like to have. Once you've asked around about what's available, decide on the one that fits you best and apply for it.
- ✓ Turn in all required forms and complete any other assignments.
- ✓ Create a resume and prepare for your interview.
- ✓ Practice your "elevator pitch" introduction (who you are, why you're interested in the internship, what you're studying in college and what your career goals are).
- ✓ Do some research. Find out what you can about the company and the position.
- ✓ Have your questions for the employer ready.
- ✓ Map out the location and leave early enough to ensure you arrive 10 minutes before the interview. Plan out what you're going to wear for the important first meeting.
- ✓ Once you have a placement confirmed, CONGRATULATIONS! Learn all you can about the company and what will be expected of you.

#### Getting Ready for Your First Day

- ✓ Map out employer location and plan to get there 10 minutes early.
- ✓ Dress professionally.
- ✓ Bring your ID and any other forms that you need.
- ✓ Know the name of your supervisor and who to ask for when you get there.

### During the Internship ...

- ✓ Talk to a faculty member or coordinator about your learning goals. Think about what you want to learn and the skills you'd like to develop, and then work with your worksite supervisor to help you learn and acquire them. Include these in your WBL Training Plan.
- ✓ Go to the orientation and any other trainings that your worksite supervisor requests of you.
- ✓ Make sure you understand your duties and complete all assigned tasks.
- ✓ Ask questions if something is unclear!
- ✓ Keep your coordinator informed about how it's going at your internship.
- ✓ Track your hours and submit your timesheet (on time) to be paid!
- ✓ Consider keeping a daily journal about what you're learning and experiencing.

### After the Internship ...

- ✓ Participate in ongoing self-reflection activities and classroom assignments. What were you able to accomplish and what did you learn through this experience?
- ✓ Send a thank-you letter to your worksite supervisor and ask if you can use him/her as a reference on your resume or connect on LinkedIn.
- ✓ Update your resume based on new skills and experiences gained and record the experience in your career plan.
- ✓ Think about what you'd like to do next to move your career forward and update your plan.