Internship Checklist

The following guide will assist you with your internship search. Internships are extremely important in today’s job market, and employers see them as valuable assets in those they hire. Therefore, investing a lot of time and effort into your internship search is essential.

Typically, students will have completed 1-2 internships by the time they graduate. Internships are most often sought during the summer but can also be completed during fall and spring semesters. In order to secure a desirable internship, it is wise to begin searching 6-12 months in advance.

Career Services can help you complete a successful internship search by providing information, resources, and personal assistance. It is important to work with your faculty internship coordinator in tandem with Career Services. Your internship coordinator is housed out of the academic department of your major and can be found at https://www.uwrf.edu/CareerServices/Internships.cfm. Each academic department handles internships differently. To receive credit for your internship, you will have to communicate with your respective internship coordinator.

What is an Internship?
An internship is an opportunity for a student to take on a responsible role within a company or organization and put theory and classroom learning into practice and context. An internship is an excellent way for a student to “test-drive” a career and learn about different career options and areas within their chosen academic field. There are many different types of internships:

**Academic internships** allow students to receive academic credit for their internship experience. This type of internship is highly recommended as students are supervised by a faculty coordinator from the internship’s focus area who assists in developing learning objectives decided on by the student and internship provider. These learning objectives serve as the required academic framework for the internship. Many times, the faculty coordinator will also conduct a “site visit” at the location of the internship, which includes a meeting with the internship supervisor and intern.

**Paid internships** allow students to gain experience while receiving compensation. Some internships award compensation in the form of hourly pay, others provide stipends, and some will pay for tuition associated with internship class costs. Internships can be both paid and academic.

**Non-paid/volunteer internships** provide students with the opportunity to gain valuable experience in the same arena as a paid internship but without receiving compensation. Many times, non-profit organizations and other service agencies are not able to pay their interns.

Role of Career Services
Securing an internship requires effort, determination, and hard work. Career Services will assist you in the process of securing an internship and has numerous resources to help you throughout the process. However, we strongly encourage you to be in constant communication with your faculty coordinator in order to be aware of all the opportunities available to you. Your faculty coordinator can also assist you in securing an internship that is suitable for academic credit.
Write a Resume, Cover Letter, and Reference Page

- Access handouts on resume writing and cover letters. These handouts are available at https://www.uwrf.edu/CareerServices/Students/CareerHandouts.cfm
- View resume and cover letter examples located in the Career Services office.
- Ask advisors, employers, family, and friends for feedback on your resume draft.
- Visit Career Services to have your resume critiqued by a peer advisor or career counselor.

Identify Internship Opportunities

- Log in to Handshake, a free online recruitment program designed to assist students and alumni with job and internship searching: https://www.uwrf.edu/CareerServices/HandshakeLogin.cfm
- Meet with your faculty coordinator for internship opportunities in your major.
- Arrange an informational interview with a person in your field. Network with professional organizations, your advisor, employers, instructors, family, and friends. Let them know you are seeking an internship.
- Attend the Career Fairs on campus and other networking events hosted by Career Services such as Resume Roundtable and Networking Social.
- Invest time in checking internet job sites weekly: www.uwrf.edu/CareerServices/Students/JobsandInternships.cfm
- Review professional publications and attend conferences in your field of interest.

Apply for Internships

- When applying for an internship you hope to earn academic credit for, work closely with your major advisor and faculty coordinator, and be aware of your major’s internship requirements.
- Identify the number of credits you will receive for the internship.
- Research the organizations where you plan to apply for internships.
  - What should you research?: www.uwrf.edu/CareerServices/Students/InterviewPreparation.cfm
- Create a tailored resume and cover letter for each internship you apply for.
- Complete all application materials requested by the internship employer and send in prior to the deadline.

Prepare for the Interview

- Know your objective for seeking the position.
- Research the organization as much as possible prior to the interview.
- Arrange a mock interview with a peer career consultant or career consultant or participate in mock interview opportunities held on campus throughout the year.
- Do not forget to send a thank you note after the interview.
- When offered an internship, contact your faculty coordinator for further instructions and guidance.