INTERNSHIP ARCHITECTS

CHECKLIST
INTERNSHIPS

Once you know your career field of interest, and you are ready to start looking for an internship. Follow the steps in this checklist.

Keep this checklist as a resource. It lists the pertinent steps you need to complete to be ready for your internship.

You need to start the process months (approximately 3) in advance of the date you want to start your internship. However, some industries have unique timelines.

FOR CREDIT INTERNSHIPS

*Be sure to check with your school about all the necessary steps for a For Credit internship!

Preparation:

- ☐ Start this process months in advance
- ☐ Check with your advisor/professor/teacher about all the logistics necessary for receiving credit for an internship
- ☐ Update your resume (course)
- ☐ Update your LinkedIn Profile (course)

Search and Apply:

- ☐ Search for internships, using several search strategies (course)
- ☐ Apply to internships of interest
- ☐ Keep a record of applications submitted and pertinent information
- ☐ Practice and prepare for interviews (course)
- ☐ Attend interviews
- ☐ Accept one internship offer (course)

School Logistics:

*Be sure to check with your school about all the necessary steps for a For Credit internship!

- ☐ Talk with faculty or advisor about process
- ☐ Work with your school to get internship approved
- ☐ Register for appropriate course
- ☐ Complete all necessary steps
- ☐ Complete any academic requirements–journal, log, papers, etc.

At the Internship:

- ☐ Set goals for yourself at your internship

- [ ] Attend your internship (be on time, professionally dressed, professional demeanor) (course)
- [ ] Work diligently
- [ ] Meet regularly with your supervisor and incorporate feedback offered
- [ ] Meet people in your department and throughout the organization
- [ ] Connect with your colleagues on LinkedIn
- [ ] Schedule a final review with your supervisor
- [ ] Ask about other opportunities at the organization
- [ ] Stay in touch with colleagues and supervisors

(course) behind a checklist item indicates Internship Architects offers a course relevant to that item.

NOT-FOR-CREDIT INTERNSHIPS

Preparation:

- [ ] Start this process months in advance
- [ ] Understand the difference between a job vs. an internship to determine that you are looking for an internship (course)
- [ ] Update your resume (course)
- [ ] Update your LinkedIn Profile (course)

Search and Apply:

- [ ] Search for internships, using several search strategies (course)
- [ ] Apply to internships of interest
- [ ] Keep a record of applications submitted and pertinent information
- [ ] Practice and prepare for interviews (course)
- [ ] Attend interviews
- [ ] Accept one internship offer (course)

At the Internship:

- [ ] Set goals for yourself at your internship
- [ ] Attend your internship (be on time, professionally dressed, professional demeanor) (course)
- [ ] Work diligently, take advantage of opportunities
- [ ] Meet regularly with your supervisor and incorporate feedback offered

- [ ] Meet people in your department and throughout the organization
- [ ] Connect with your colleagues on LinkedIn
- [ ] Schedule a final review with your supervisor
- [ ] Ask about other opportunities at the organization
- [ ] Stay in touch with colleagues and supervisors

(course) behind a checklist item indicates Internship Architects offers a course relevant to that item.