INTERNSHIP ARCHITECTS

# ACTIVITY INTERNSHIP PREPARATION

As you know, having career experience is helpful and important. The more relevant to your career field of interest that experience is even better.

Now is the time for you to think about and plan for your career-relevant experiences. Find out what is required and what you can do on your own.

This activity will help you gather all the relevant information and strategize the who, what, when and why of experiences.

**Directions: Fill in all the requested information to help you strategize your best plan of action. There are 3 sections of this activity. Find out what opportunities are required or optional at your school and outside of school. Then fill out a timeline of what you are planning to do when?**

## SCHOOL OPPORTUNITIES

Does your school, degree, major or program (ie pre med) require any kind of "outside of the classroom" experience? Listed here are some common types of experiences. Find out all the information you can. You can gather this information from the website, catalog, advisor/teacher/professor, registrar's office, graduation/course requirement platform, etc.

**Service:**

**○ Required ○ Optional**

**Number of Hours required: _____ ○ Per Year ○ By Graduation**
**Year Requirement: ○ 1 year ○ All years**
**Placement: ○ Your choice, you find it ○ School/Department sets it up**
**Additional notes:**

## Internship:

○ Required ○ Optional

**Credit:** ○ For Credit ○ Not-for Credit ○ Either, Your Choice

**Number of Hours required:** _____

**Semester & Year Expected:**

**Work Location:** ○ In-office ○ Hybrid ○ Remote

**Placement:** ○ Your choice, you find it ○ School/Department sets it up

**Course registration:** ○ Required ○ Not Required

*Tip: Some schools required you to register and attend a class in addition to your on-site hours*

**Academic Requirements:** ○ Required ○ Not Required

**What is the requirement:**

*Tip: For instance you may have to keep an hour log or journal, submit a final paper, etc. Find out what you have to do*

**Additional Notes:**

## Clinical/Practicum/Field Placement/Student Teaching:

○ Required ○ Not Required

**Semester(s) & Year(s) Expected:**

**Placement:** ○ Your choice, you find it ○ School/Department sets it up

**Contact Person: Who do you ask about these experiences?:**

**Course registration:** ○ Required ○ Not Required

*Tip: Some schools require you to register and attend a class in addition to your on-site hours. Sometimes registration is done for you. Find out what course and all registration directions.*

**Additional Notes:**

## Co-op

○ Required ○ Not Offered

**Number of Hours Required: _____ ○ Per Week ○ Per Semester**
**Semester(s) & Year(s) Expected:**

**Work Location: ○ In-office ○ Hybrid ○ Remote**

**Placement: ○ Your choice, you find it ○ School/Department sets it up**
**Contact Person: Who do you ask about Co-ops?:**

**Course registration: ○ Required ○ Not Required**

*Tip: Some schools require you to register and attend a class in addition to your on-site hours. Sometimes registration is done for you. Find out what course and all registration directions.*

**Academic Requirement: ○ Required ○ Not Required**
**What is the requirement:**

*Tip: For instance you may have to keep an hour log or journal, submit a final paper, etc. Find out what you have to do*

**Additional Notes:**

## Research

○ Required ○ Optional ○ Not Offered
**Credit: ○ For Credit ○ Not-for Credit ○ Either, Your Choice**

**Number of Hours required: _____**
**Semester(s) & Year(s) Expected:**

**Placement: ○ Your choice, you find it ○ School/Department sets it up**
**Contact Person: Who do you ask about research opportunities?:**

**Course registration: ○ Required ○ Not Required**

*Tip: Some schools require you to register and attend a class in addition to your research obligations. Find out what course and all registration directions.*

**Academic Requirement:** ○ **Required** ○ **Not Required**
**What is the requirement:**

**Additional Notes:**

## OUTSIDE OF SCHOOL OPPORTUNITIES

Regardless of school or degree requirements, we highly encourage you to participate in other experiences. Do as much as you can without sacrificing your grades, mental health, etc. Now is the time to strategize who, what, when and where.

### Work

**Job Position:**

**Company:**

**Hours/Week:**

**When can you do this?** ○ **Summer** ○ **Academic Year**

*Tip: Don't work so much your academics suffer. If summer is your only option, that is okay. Be realistic with yourself.*

**Additional Notes:**

### Service/Volunteer Work

**Position:**

**Company/Organization:**

**Hours/Week:**

**When can you do this?** ○ **Summer** ○ **Academic Year**

*Tip: Don't commit to so much your academics suffer. If summer is your only option, that is okay. Be realistic with yourself.*

**Additional Notes:**

## Internship

**Internship Position/Title:**

**Company:**

**Work Location:** ○ **In-office** ○ **Hybrid** ○ **Remote**

**Number of Hours:** _____

**Additional Notes:**

## Research

**Research Position/Title:**

**Company/Mentor/School:**

**Work Location:** ○ **In-office** ○ **Hybrid** ○ **Remote**

**Number of Hours:** _____

**Additional Notes:**

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# TIMELINE/PLAN

Now that you know more about the various options available to you to gain experience, it's time to think about when you will be doing what. Strategize and make a plan. What are you doing currently and when do you plan to do other experiences?

## This Academic Year

What will you be able to do this year?

- ☐ **Work**
- ☐ **Service/Volunteer Work**
- ☐ **Internship**
- ☐ **Co-op**
- ☐ **Clinical/Practicum/Field Experience**
- ☐ **Research**
- ☐ **Other; _____**

**Notes:**

**Action Items:**

## This Summer

What will you be able to do this summer?

- ☐ **Work**
- ☐ **Service/Volunteer Work**
- ☐ **Internship**
- ☐ **Co-op**
- ☐ **Clinical/Practicum/Field Experience**
- ☐ **Research**
- ☐ **Other: _____**

**Notes:**

**Action Items:**

## Future

Think about what time is left in your academic career and plan accordingly. Share this plan at your next academic advising or career services appointment.

**Semester/Term:** _____ **Year:** _____

- ☐ **Work**
- ☐ **Service/Volunteer Work**
- ☐ **Internship**
- ☐ **Co-op**
- ☐ **Clinical/Practicum/Field Experience**
- ☐ **Research**
- ☐ **Other:** _____

**Notes:**

**Action Items:**