

## INTERN CHECKLIST

### Prior to Application:

A student interested in an internship should complete the following items prior to beginning the application process.

- Self-Assessment
  - Do I have a clear understanding of my interests, abilities and values and how they related to the workplace? Have I completed at least one self-assessment to help me determine my interests/abilities? (This will be useful as I determine my internship goals/objectives.)  
  
*Assessments available at BYU Hawaii:*
    - Discover
    - SDS (Self-Directed Search)
    - MBTI (Myers Briggs Temperament Indicator)
    - True Colors
    - MicroSkills
    - Career Key
    - Career Decision Profile
    - The Career Key
- Resume and Cover Letter
  - Have I developed a resume and/or CV and a cover letter?
  - Have my documents been reviewed by a career center advisor?
- Career Plan
  - Have I met with a career center advisor to develop my personal career plan?
  - Have I developed a list of personal and professional goals?
- Internship Information Workshop and Referral Request
  - Have I attended an internship information workshop to learn more about the the purpose, qualifications, and expectations of the internship?
  - Am I a student in good standing with at least a 2.5 GPA? (Required for internship)
  - Have I obtained and completed an initial internship faculty referral form? (Form must be signed by the academic or faculty internship advisor designated by your specific department.)

### Obtaining a Faculty Referral to Pursue an Internship:

- Have I scheduled an appointment with the academic or faculty internship advisor for my major department?
- Do I have a signed referral from my department academic or faculty internship advisor which allows me to now pursue an academic internship opportunity?

### Searching for an Internship

- Have I identified resources available to help me search for an internship opportunity?
- Have I asked my faculty advisor for suggestions of possible internship sites?
- Have I reviewed the internship listings database on YCAREERS?
- Have I researched internship sites listed in books and publications available in the career center?
- Have I explored all possible avenues to search for an internship site?
- Have I listed the internship sites of interest to me? Did I record the contact and application information?

- Have I evaluated which of these sites would be the best fit for me and ranked my preferences?
- Do I need more help in locating an internship site? Have I discussed this with a career center advisor or with the academic internship director?

### **Beginning the Academic Internship Registration Process**

- Have I scheduled an appointment with the Academic Internship Director?
- Have I obtained a copy of the academic internship registration packet?
- Do I understand the steps of the registration process and the requirements for participation?

### **Developing the Learning Agreement**

- Have I read the Learning Agreement instructions and tip sheets?
- Have I developed a list of objectives (goals), strategies, and evaluation or measurement tools?
- Have I scheduled an appointment with my faculty internship advisor to review my progress with the Learning Agreement?
- Have I sought assistance from the faculty internship advisor and the employer site supervisor to complete the development of my Learning Agreement?

### **Completing the Academic Internship Registration Process**

- Have I completed the registration forms and obtained all necessary clearances?
- Have I read the intern responsibilities listed in the registration papers?
- Have I officially registered for the class credit and paid my tuition and fees?
- Have I returned a copy of the completed registration form to the Academic Internship Director? Did I retain a copy for my own personal records?

### **Prior to Departure:**

- Have I submitted a completed copy of the Learning Agreement to my faculty advisor and the employer site supervisor? Did I retain a completed copy for my own use?
- Have I attended the mandatory "Pre-Departure Interns Workshop"?
- Have I confirmed my travel arrangements? Have I confirmed my housing and other necessary arrangements at the internship location?
- If I am interning in a country other than one in which I am a citizen, have I obtained the necessary visas and/or work permits/authorizations?
- Have I confirmed with my internship provider (employer) the date and time to report for work?

### **During the Internship:**

- Do I represent myself, my department and the university to the best of my ability?
- Am I dependable? (report for work on assigned days and times, punctual attendance, deliver quality work in timely manner)
- Am I a good employee?
- Have I completed and submitted the assignments or projects required for my course credit?
- Do I report regularly to my faculty internship advisor?
- Do I work closely with my employer site supervisor and seek input on improving my performance?

### **After the Internship:**

- Have I completed the intern self-evaluation?
- Have I submitted the final projects/assignments to my faculty advisor?
- Have I written a thank-you note to the site supervisor and any other appropriate individuals at the internship location?