

Eight Steps to Securing an Internship

1. **Start Early!** (Minimum 1 full semester prior to internship)
 - Attend internship interest meeting. (Held at beginning of each semester/term)
 - Pick up copy of internship interest and referral form. (Distributed at internship interest meetings or available in Career Center or from academic advisors.)
 - Complete internship interest and referral form.
2. **Schedule Appointment with Academic or Faculty Internship Advisor (designated by department).**
 - Bring completed internship interest and referral form to meeting.
 - Come prepared! Know your internship needs, desires, and goals.
 - If academic/faculty advisor signs the referral form, student may then continue to pursue academic internship opportunities.
3. **Start Your Internship Search.**
 - Prepare a resume and cover letter.
 - Tap your resources.
 - Use the YCareers electronic job board and other tools available in the Career Center to search for internship locations.
 - Research organizations.
 - Practice and refine interview skills.
4. **Meet with Academic Internship Director.**
 - Obtain the academic internship registration packet and discuss registration process with the internship director.
 - Complete the registration form with required clearance signatures and turn in to registrar's office. Pay fees.
 - Take copy of completed registration form to academic internship director.
5. **Finalize Internship Site (if not already done).**
 - Apply for selected internship opportunities and interview for positions (if required).
 - Obtain the following information from the provider site: starting dates, job description, outline of responsibilities, number of hours required, name of site supervisor.
 - Obtain offer letter from experience provider. Provide copies of offer letter to the academic internship director and the faculty advisor. Retain one copy for personal record-keeping.
6. **Prepare Learning Agreement.**
 - Schedule appointment with faculty internship advisor.
 - Prior to meeting:
 - Brainstorm a list of personal learning goals and objectives.
 - Review past courses and consider specific skills and theories which can be applied and observed during the internship.
 - Bring brainstorm list to the meeting and discuss with the advisor.
 - Write the learning agreement, type and send a copy to the site supervisor at the internship location. Ask for input or other ideas and approval of supervisor.
 - Finalize the document and issue copies to faculty advisor and site supervisor. Retain a copy for personal record-keeping.

- 7. During Internship, Complete Learning Tasks and Assignments.**
 - Attend the mandatory pre-departure seminar on workplace behavior.
 - Complete assignments and tasks for internship as outlined.
 - Demonstrate initiative and self-starter skills on the job.
 - Perform assigned duties to the best of your ability.
 - Submit a self-evaluation at conclusion of internship.
 - Remind site supervisor of need to complete the supervisor's evaluation document and copy to the faculty advisor and/or internship director.

- 8. After Internship, Communicate with the Site Supervisor.**
 - Remember to write a thank-you letter to the site supervisor and other appropriate individuals at the internship location.
 - Submit final reports/projects and other designated assignments to the faculty advisor.