

Internship Planning Worksheet

Setting Goals

RATE & RANK YOUR CRITERIA

- Career Major vs. Career Interest (your year?)
- Business, Non-profit or Government
- Established vs. New Programs
- Mentor-Led vs. Self-Designed (takes initiative)
- Part-Time vs. Full-Time (co-op or voluntary)
- Credit vs. Not-for-Credit
- Real work vs. Real name (not mutually exclusive)
- Small vs. Large Company (individual or team)
- Local vs. Relocation or Abroad (commutability)
- Paid vs. Unpaid (can you afford to do it?)
- Term-Time vs. Summer-time (time/work flexibility?)
- Academic vs. Employer Requirements?)

Your Rank	Criteria	Your Preferences		
		Fall	Spring	Summer
	Semester			
	Time Commitment			
	Industry	For profit / Non-profit / Gov't		
	Types of Work			
	Geographic Location			
	Size of Host Site			
	Established Program			
	Academic Credit			
	Pay			
	Other			

Search Strategies

SEARCH STRATEGY RESEARCH

- Start: academic advisor and career center
- Attend career / job fairs; employer visits
- Network (family, faculty, professionals)
- Local chamber of commerce; SHRM chapters
- Government (Washington Center, WII)
- Internet search (job boards, campus listserv, LinkedIn)
- Campus library; business directories; publications
- Ask classmates/friends (about their former internships!)
- Professional/student organizations (local chapter)
- Alumni association
- **Then arrange informational interviews!!! & Then arrange informational interviews!!!**

SEARCH STRATEGY TIMING

- Know the cycles
 - Summer (Jan – May)
 - Fall (April – August)
 - Spring (Sept – Jan)
- **Then Start Early!** (Consider applying one cycle sooner)
 - It's your best chance at best opportunities (and pay!)
 - Respect guidelines (i.e., apply by deadlines, writing samples)

