

Learner⁵ Internship Checklist

Internships can give you valuable experience in the workplace. It is a really exciting time because you get a preview of what your life could be like working at a job in an area of interest to you.

You'll meet many new people and learn a lot, so pay close attention and think about the possibility of this being a job for you one day.

Have you done all that you can to prepare for your internship?

- Think about the kind of internship you might like to have. Once you've asked around about what's available, decide on the one that fits best for you and apply for it.
- Turn in all required forms and complete any assignments.
- Create a resume' and prepare for your interview.
- Practice your "elevator pitch" introduction (who you are, why you're interested in the internship, what you are studying and what your career goals are).
- Do some research. Find out what you can about the company and the position.
- Have questions ready for the employer.
- Map out the location and leave early enough to ensure you arrive 10 minutes before the interview. Plan out what you are going to wear for this important first meeting.
- Once you have a placement confirmed, CONGRATULATIONS! learn all you can about the company, the internship and what will be expected of you.

Getting Ready for Your First Day

- Map out employer location and plan to get there 10 minutes early.
- Dress professionally.
- Bring your ID and any other forms that you need.
- Know the name of your supervisor and who to ask for when you get there.
- Relax and smile!

Have you thought about what you can do to make your internship a big success?

- Talk to a teacher or faculty member about what your learning goals are. Think about what you want to learn, the skills you'd like to develop, and work with your worksite supervisor to improve them. Include these in your WBL Training Plan.
- Go to the orientation and any trainings that your worksite supervisor asks you to.
- Make sure you understand your duties and complete all assigned tasks.
- Ask questions if something is unclear!
- Regularly talk with your connector, teachers/faculty and parents/guardians about how it's going at your internship.
- Track your hours and submit your timesheet (on time) to be paid!
- Consider keeping a daily journal about what you are learning and experiencing.

When your internship is over, how will you keep moving your career forward?

- Participate in ongoing self-reflection activities and classroom assignments. What were you able to accomplish and what did you learn through this experience?
- Send a thank-you letter to your worksite supervisor and ask if you can use him/her as a reference on your resume' or connect on LinkedIn.
- Update your resume' based on new skills and experiences gained and record the experience in your career development plan.
- Think about what you would like to do next to move your career plans forward.

⁵ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.