

## **Creating an Internship Student Guide**

- 1. Analyze your current activities**
  - a. Do any of them relate to your professional goals?
    - i. This could be technical skill development or soft skill development.
  
- 2. Create a plan**
  - a. What does the organization need?
  - b. How can you contribute?
  - c. Identify a project or tasks that you can perform
  - d. List your learning objectives (3 is typical)
  - e. Estimate the amount of time needed to complete the task
  - f. Write the plan up neatly and professionally
  
- 3. Speak with your (potential) supervisor**
  - a. Schedule a formal meeting
  - b. Explain your interest
    - i. Why are you interested in working with the organization?
    - ii. Why are you suggesting this internship experience?
  - c. Go over your plan
  - d. Discuss work environment
  - e. Ask for feedback
  
- 4. Adjust your plan**
  - a. Make any edits suggested by your supervisor
  - b. Identify work schedule and commitment
  - c. Select start and end dates
  
- 5. Treat the experience like an internship**
  - a. Honor your plan and commitments
  - b. Continually revisit your learning objectives to analyze progress and benefits
  - c. Check in with your supervisor regularly
  - d. Produce excellent work
  - e. Note your skills gained