

# University Career Services

## Internship Checklist

### DETERMINE YOUR INTERNSHIP GOALS

- What are your specific career interests?
- What do you hope to gain from an internship? Responsibilities? Compensation? Experience?
- What type of organization are you interested in?
- What industry would be best for your needs?
- Where do you want to have your internship? City? Corporation? Industry? Hometown? In-State? Out-of-State?
- Paid vs. Unpaid?
- Credit vs. Non-credit?
- Mentor-Led vs. Self-Directed?
- Term-Time vs. Summer Time?
- Part-Time vs. Full-Time?

### INTERNSHIP TIMELINE

- Talk with your department about what kinds of internships would be best to help you gain practical experience in your field. Does your department offer credit for an internship? Should you utilize the Cooperative Education office to have your experience recognized on your transcript if an internship is not offered for credit by your department?
- Talk with your University Career Services Counselor or Internship Coordinator as well as an Academic Advisor to find out what internship resources are available.
- Write your resume and cover letter.
- Attend job fairs to find out about internship opportunities.
- Start networking with everyone you know.
- Start researching internship opportunities. Obtain general information about companies, internship programs, contact people and deadlines.

### COMPLETE AT LEAST TWO SEMESTERS BEFORE YOUR INTERNSHIP...

- Be ready to send out your resume and cover letter as companies may ask for this semesters in advance.
- Practice your interviewing skills. Schedule a mock interview with your University Career Services Counselor and attend the Internship workshop.

### COMPLETE AT LEAST ONE SEMESTER BEFORE YOUR INTERNSHIP...

- Make sure your application is complete for each company where you would like to intern.
- Interview with employers.
- Send thank-you letters to employers who gave you an opportunity to interview.
- Decide on an internship that is best for you, and accept an internship offer.

### WHAT ELSE YOU CAN DO TO PREPARE FOR AN INTERNSHIP

Attend UCS Workshops, Register with ResumeBank and search JobBank and JobScan:

- Internship Workshop
- Resume Writing
- Interview Techniques and
- Job Search & Networking

### INTERVIEWING FOR INTERNSHIPS

#### THE GROUNDWORK

- Research the organization
- Dress like the serious professional you will soon be
- Rehearse/role play answers to typical questions you may be asked
- Prepare questions to ask
- Bring along samples of your work, if applicable

#### AFTER THE INTERVIEW

- You might get an offer on the spot, if your interview goes well
- Follow up

University Career Services

[www.career.uh.edu](http://www.career.uh.edu)

(713) 743 - 5100

Career Counseling, Career Resource Library, University Career Services website, On-Campus Recruitment, Career Fairs, Career Workshops, Employer Seminar, Mock Interviews, Career Planning Series, and Alumni Services