

Indiana University  
Cognitive & Information Sciences

Psychology Bldg., Bloomington, IN 47405  
(812) 855-4658; fax: (812) 855-1086

## Internship Checklist

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- \_\_\_\_\_ **Identify the type of internship you are seeking.** Take some time to consider the type of work environment you would prefer, responsibilities, skills used, goals, expected compensation (if any) and time commitment.
  
- \_\_\_\_\_ **Become familiar with the internship resources available to you,** and plan to use as many as possible in your internship search. (See internship resources sheet for ideas and information.)
  
- \_\_\_\_\_ **Develop a resume** or revise your current resume; Get assistance in creating a resume or obtain constructive criticism on your current resume.
  
- \_\_\_\_\_ **Using a variety of resources, identify internship opportunities that interest you,** or identify organizations that have the potential to provide the type of internship experience you are seeking.
  
- \_\_\_\_\_ **Send resumes and cover letters to the organizations that interest you;** Get assistance in developing cover letters and/or obtain constructive criticism on your cover letters before sending them.
  
- \_\_\_\_\_ **Follow-up** with each organization to arrange an interview.
  
- \_\_\_\_\_ **Prepare for interviews** by thoroughly researching each organization, becoming familiar with the internship responsibilities, and identifying the skills you can contribute.
  
- \_\_\_\_\_ **Interview.** Be sure to follow-up with a thank you note!
  
- \_\_\_\_\_ Once you are offered an internship, **arrange all details** pertaining to travel, housing, salary, work hours, duration of internship, etc.
  
- \_\_\_\_\_ If you are seeking course credit for your internship experience, **complete the Application for Internship Course Credit,** to be reviewed by the Cognitive Science Program.
  
- \_\_\_\_\_ If approved for internship course credit, **complete the Learning Contract** and submit it no later than two weeks into the internship assignment.
  
- \_\_\_\_\_ **Enjoy your internship experience and learn a lot!**