Internship Checklist:

_____ 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!