



internship checklist



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Finding an Experiential Learning (EL) internship, flex/job, gig, virtual experience, etc., can take between two and ten months. Therefore, you will want to begin the process at least a semester before you plan to do your EL program.

STEP 1: KNOW YOURSELF

- ☐ Complete the O*NET Interest Profiler by going to <https://www.mynextmove.org/explore/ip> to learn your strengths, skills, interests and values and how they can be applied towards helping future employers.
- ☐ Research career options by having an Informational Interview, by using O*Net Online at www.onetonline.org/ or looking at your chosen industry/company websites and print materials.



STEP 2: CONFIRM YOUR INTENTIONS

- ☐ Be aware of why you want to complete an **EL** opportunity.
- ☐ Make an appointment with a **Career Peer Leader**, to learn about **EL** opportunities and the process.
- ☐ To learn more about the **EL** program, visit wcsu.edu/careersuccess/jobs-internships/.
- ☐ Speak with your Academic Advisor or faculty within your major to confirm the number of **EL** credits you should seek.



STEP 3: PREPARE FOR YOUR SEARCH

- ☐ Email the **CSC** at careersuccess@wcsu.edu to request help with your **résumé**, or visit wcsu.edu/careersuccess/resumes/.
- ☐ Develop a 30 second Elevator Pitch for when you meet with professionals at career fairs and networking events.
- ☐ Learn what is appropriate and not appropriate to wear to an interview. Visit the Clothing Closet in the **CSC** to pick out a free outfit.
- ☐ Have a professional sounding voicemail message for when employers call.
- ☐ Create a professional Gmail email address you can use on your **résumé**. It should be some form of your first and last name.
- ☐ Have a professional LinkedIn account created and check that email daily.
- ☐ Talk to and prepare three individuals who agree to be used as references. They should be people who can vouch for your professionalism and not family members.



STEP 4: CONDUCTING YOUR SEARCH

- ☐ Attend career fairs to find opportunities and ask questions.
- ☐ Set up "job search notifications" on various job search platforms and receive daily updates on **EL** experiences and job opportunities that match what you seek.
- ☐ Look for, and research opportunities by visiting Handshake at wcsu.joinhandshake.com/login or wcsu.edu/careersuccess/jobs-internships/job-search-engines/.



- ☐ Ask friends, relatives, professors, bosses, neighbors, and anyone who might know someone looking for someone like you, if they know of any **EL** opportunities.
- ☐ Have a system created for how you will keep track of places in which you have applied, the people you have talked to, and how you will follow-up.
- ☐ Continue to research companies and industries and continue to meet with Debra Manenté to discuss your search progress.
- ☐ Continue to check emails regularly and respond in less than 24 hours.
- ☐ Learn **interview skills** at <https://www.wcsu.edu/careersuccess/interviewing-101/> and practice by using **ChatGPT** to create a list of questions you should prepare, based off of the job description you would be applying for. Copy and paste the job description into **ChatGPT** and ask it to create interview questions based off of the job description.
- ☐ Know where you have to go for your interview and do a trial-run so you are aware of any traffic issues that might happen.
- ☐ Send a thank you note or email no more than 24 hours after the interview.
- ☐ Accept the offer and agree on a start and end date.



STEP 5: REGISTER YOUR INTERNSHIP TO RECEIVE CREDIT

- ☐ Once you confirm your **EL** experience, email Debra Manenté to inquire an Eligibility Form form so you can gain academic credit.
- ☐ Know what the deadline is for getting enrolled in CED297 and for completing the Eligibility Form and send it back to Debra before the deadline.
- ☐ Check your email regularly and confirm Debra's CED297 confirmation email once you receive it.
- ☐ Debra will reach out to the Registrar on your behalf and enroll you in CED297. Once you get confirmation that the Registrar has enrolled you, check your Degree Works to confirm you were added to the class.
- ☐ Once the semester begins, check Blackboard and read the syllabus to familiarize yourself with what academic assignments will be due.
- ☐ Be aware of all deadlines for CED297.
- ☐ Ask questions before deadlines are due.
- ☐ Send in CED297 assignments before deadlines.

STEP 6: ONCE THE EL OPPORTUNITY BEGINS

- ☐ Update your **résumé** with this new experience.
- ☐ If this experience will carry over into the next semester, don't forget to email Katherine Corsillo at corsillok@wcsu.edu to request more credit.