

# INTERNSHIP



# ROADMAP CHECKLIST

PREPARE | APPLY | ENGAGE | COMPLETE

## 1 BEFORE YOU APPLY FOR AN INTERNSHIP...

- Match your personal interests with your career interests.
  - Take a career pathway course.
  - Identify a passion for a particular career field.
- Meet with your school counselor or student success coach.
- Consider when an internship would best fit in your schedule—either the summer, fall or spring.
- Apply through [apply214.org](http://apply214.org).

## 2 ONCE YOU HAVE APPLIED FOR AN INTERNSHIP...

- Interview with your student success coach.
- Check your school email regularly for status updates.
  - **Placed:** The Center for Career Discovery has placed you with a confirmed industry partner.
  - **Seeking Placement:** The Center for Career Discovery is seeking a placement for you with an industry partner.
  - **Deferred:** Based on your availability, the Center for Career Discovery has moved you to the next internship cycle.

## 3 ONCE YOU HAVE BEEN PLACED IN AN INTERNSHIP...

- Accept your placement.
- Set 1-2 goals for your internship.
- Contact your internship supervisor to determine if the supervisor would like to interview you.
- Develop a schedule with the supervisor and share your goals.
- Complete all requirements of the internship program.
  - Participate in a mandatory Internship Bootcamp at your school.
  - Log in to the internship course on Schoology and complete all assignments.
  - Schedule and participate in a mandatory check-in with your student success coach.

## 4 AT THE CONCLUSION OF YOUR INTERNSHIP...

- Self-assess your internship performance and progress toward your goals.
- Submit all assignments in Schoology prior to the deadline.
- Earn credit and a grade!



### FOR MORE INFORMATION

For more information, scan the QR code or contact the student success coach at your school.

To apply for an internship, go to [apply214.org](http://apply214.org).