

Internship Checklist

Thinking about internships? Follow these steps for success:



1 Plan ahead

General rule of thumb is to create a resume in the semester BEFORE you wish to intern and begin the process a month or two in advance. Summer internship deadlines vary by company/location, but the application process generally begins early in the spring semester.

2 Develop Documents

Create a resume and any other needed documents (cover letter, portfolio for design/art students, etc.) – and have it reviewed/double-checked by your Career Coach and faculty.



3 Find & apply for internships

Remember – Postings (Handshake), People (family, faculty, friends, and other connections), Places (identifying organizations of interest and contacting them proactively). Working with your Career Coach and being proactive ensures that you have covered all your bases and are most likely to land a great internship!

4 Interview and receive an offer

The Center for Life's Work can help you prepare for an interview.



5 Submit forms and register for course credit

Complete Advisor Approval and Site Agree Forms and submit to Dale Leyburn, GAC 107. Once the forms are accepted, you will receive permission to register for the appropriate internship course. Forms at <https://www2.naz.edu/internships/forms/>.

*If you find or create an internship outside of an academic department you should meet with Dale Leyburn to confirm that the internship meets Nazareth guidelines for academic credit).



6 Watch for course details

Watch for details from internships@naz.edu about course seminar times, Moodle page, and other logistics



7 Complete academic requirements

Complete reflective assignments, participate in discussions, seminars and professional development workshops (depending on term), and successfully finish 10+ weeks (reduced to 8 weeks in the summer) AND at least 120 hours at internship site.

Questions

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