

# Internship Checklist

Thinking about internships? Follow these simple 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 Career Services 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) – using and considering all three ensures that you have covered all your bases and are most likely to land a great placement!

## 4 Interview and receive an offer

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



## 5 Register for course credit

Register for course (e.g., XYZ 483) and complete Advisor Approval and Site Agreement forms – see <https://www2.naz.edu/internships/forms/>.

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

## 6 Watch for course details

Watch for details from [internships@naz.edu](mailto: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

Dale Leyburn • Assistant Director of Internships, SOM • [dleybur7@naz.edu](mailto:dleybur7@naz.edu) • GAC 107  
Emily Marchese • Assistant Director of Internships, CAS • [emarche0@naz.edu](mailto:emarche0@naz.edu) • GAC 109

powered by

