Student Internship CHECKLIST

- **PRE-INTERNSHIP**
  - Meet with your BVU Internship Supervisor
  - Minimum of 2.0 cumulative GPA
  - Update your résumé
  - Practice interviewing

- **PLAN**
  For the best internship opportunities, begin your planning early:
  - Two terms prior to your internship experience

- **PREPARE**
  - What do you want from your internship experience?
  - Where do you want to go for your experience?
  - What organization do you want to explore?
  - Research the possibilities!
  - Complete the paperwork.
  - Make arrangements with job site for start/finish dates and all details of the internship.
  - Finalize with your BVU Internship Supervisor.

- **PURSUE**
  - Document this experience *(journal, bring a camera, interview fellow workers)*
  - Put your best self out there everyday
  - Be appreciative
  - Have a ‘can do’ attitude, take the initiative

- **POST-INTERNSHIP EXPERIENCE**
  - Reflect and share your story
  - Update your résumé to include the internship experience
  - Send a thank you to your internship site supervisor and other mentors