Student Internship
CHECKLIST

PRE-INTERNSHIP

❑ Have at least 9 hours of academic credit in the field of your internship
❑ Minimum of 2.0 cumulative GPA
❑ Update your résumé
❑ Practice interviewing
❑ Attend Career Symposium, Internship Showcase and the Etiquette Dinner
❑ Contact your Faculty Internship advisor

PLAN

For the best internship opportunities, begin your planning early:
❑ Fall internships finalize in June
❑ Interim internships finalize in October
❑ Spring internships finalize in November
❑ Summer internships finalize in March

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 Faculty 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

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