Creating an Internship
Student Guide

1. **Analyze your current activities**
   a. Do any of them relate you your professional goals?
      i. This could be technical skill development or soft skill development.

2. **Create a plan**
   a. What does the organization need?
   b. How can you contribute?
   c. Identify a project or tasks that you can perform
   d. List your learning objectives (3 is typical)
   e. Estimate the amount of time needed to complete the task
   f. Write the plan up neatly and professionally

3. **Speak with your (potential) supervisor**
   a. Schedule a formal meeting
   b. Explain your interest
      i. Why are you interested in working with the organization?
      ii. Why are you suggesting this internship experience?
   c. Go over your plan
   d. Discuss work environment
   e. Ask for feedback

4. **Adjust your plan**
   a. Make any edits suggested by your supervisor
   b. Identify work schedule and commitment
   c. Select start and end dates

5. **Treat the experience like an internship**
   a. Honor your plan and commitments
   b. Continually revisit your learning objectives to analyze progress and benefits
   c. Check in with your supervisor regularly
   d. Produce excellent work
   e. Note your skills gained