University at Albany Career Services --- Internship Checklist

I. **Learn the internship process:** When you begin looking for an internship, it's important to ask yourself the following questions.
   - Why are you looking for an internship and do you really need one?
   - Have you identified a few areas of interest or skills that you would like to develop?
   - Are you using this experience to obtain work experience only, or for academic credit, or for some other reason?
   - Do you know how to go about obtaining academic credit for an internship?
   - Have you considered other options to gain work-related experience other than an internship?

II. **Establish goals and clarify what you want:** When you decide to do an internship, there are many related issues you need to consider as you clarify your needs. Here are a few:
   - Are you looking for an internship in a specific industry (like government or education) or are you looking for something that is related to your academic major?
   - Do you need to do your internship in a certain geographical area or are you willing to travel anywhere to find the perfect internship? If you are willing to travel, have you considered whether or not housing is provided for interns.
   - When do you plan on doing your internship---during the academic year or in the summer?
   - Are you able to do an unpaid internship?

III. **Determine if you need academic credit:** If you are hoping to get academic credit for your internship experience, there are a few things you need to know.
   - The university requires students to have junior status and a GPA of at least 2.5 to be eligible to receive academic credit. Many academic departments make these requirements more competitive in their respective internship courses.
   - Contact your academic department to determine if they have an internship course or curriculum and if there are any specific academic requirements or prerequisites.
   - You might be able to get academic credit through the University-wide Internship Program (UNI 390) if there is no internship program in your major. You have to apply for this program and get your internship approved BEFORE you begin the internship. Applications are available in the Undergraduate Education office.
   - Know the deadlines. For UNI 390 as well as for academic courses, there are application deadlines set by the university as well as the employer.

IV. **Consider other ways to get experience:** The internship isn’t the only way to gain work-related experience here at UAlbany. There are a number of other opportunities to take advantage of. Here are a few:
   - Through service-learning. The Community & Public Service Program is open to all students who are interested in helping a wide variety of local non-profit organizations.
   - Through volunteering. Students can use Career Services to access many volunteer opportunities. The university now has a process to list volunteer experiences and internships where you did not receive academic credit on a co-curricular transcript.
   - Through student clubs and organizations.
   - Through professional associations and organizations.

V. **Develop a resume:**
   - Have it critiqued at UAlbany Career Services during Drop-In hours or by a Peer Career Advisor. See our website for the Drop-In hour schedule or to make a personal appointment.

VI. **Develop a search strategy & use appropriate resources**
   - Register for UA CareerPath and use the Internship Resources section on UAlbany Career Services website to identify appropriate web sites related to interests.
   - Network with professional associations or develop a network that includes family, friends and faculty members.
   - Attend job fairs especially the Delta Sigma Pi Job Fair in September or Job & Intern Expo in February.
   - Utilize UAlbany alumni groups via Linkin.com

VII. **Develop your interviewing skills**
   - Schedule a practice interview session with a career counselor
   - Research your internship position and the company with whom you will be interviewing
   - Prepare a list of questions you would like answered during the interview
   - Send a thank-you note to the person who interviewed you immediately after the interview