

INTERNSHIP-SEARCH TIMETABLE CHECKLIST 2009-10

Presented below is an internship-search timetable checklist designed to help you organize and conduct an effective internship search. Utilize this in conjunction with our Career Resource Center, workshops, individual career advising appointments, and other services. For additional information about our Internship Services, please refer to our Web site at: www.muohio.edu/careers click “Students” and then click “Internship Services.”

- Attend a *How to Begin Your Internship Search* workshop. Learn details about Internship Services, our Interview Sign-up System, and methods of locating an internship. Offered: Sept. 29, Oct. 20, Nov. 5, Jan. 19, Jan. 27, and Feb. 25.
- Register online with Career Services using Miami CAREERlink. Go to www.muohio.edu/careers/, click ‘Students,’ click ‘Miami CAREERlink.’ The registration system requires you to upload a resume. Registration in our system will allow employers to notify you of internship opportunities, as well as provide you with access to internship listings.
- Attend one of the (Required) *Orientations*. Anyone who intends to participate in on-campus interviewing must attend an *Orientation*. You only need to attend one *Orientation* during your Miami career. Check our Web site for exact dates.
- Attend a *Resumes & Cover Letters* workshop and create a draft of your resume and a basic cover letter.
- Use OptimalResume as a tool for building your resume. Access is available on our Web site: www.muohio.edu/careers/, select ‘Students,’ click on the ‘Optimal Resume’ link.
- If you are already registered, update your resume on Miami CAREERlink.
- Schedule an appointment with a career advisor to critique your resume and cover letter, and to discuss and plan your internship search.
- The registration system, Miami CAREERlink, requires you to upload a resume. Finalize your resume.
- Visit our Career Resource Center in Hoyt Hall. Research potential internship fields and employers by referring to directories and other internship-related materials.
- Investigate the “Internships and Summer Jobs” Internet sites that are linked from our Web site.
- Attend an *Interviewing Techniques* workshop and schedule a mock interview at Career Services.
- Use your network – who do you know (and who do they know) that may have an internship opportunity? Consider faculty, family, friends, alumni, student-affiliate groups of professional organizations, etc.
- Develop a “prospects” list of potential employers in which you are interested.
- Prepare customized cover letters and other correspondence for each internship opportunity.
- Apply for internships with early deadlines.
- Conduct follow-up phone calls with prospective employers.
- If you wish to earn academic credit for your internship, check with your academic department to determine whether credit may be arranged. Not all departments will grant credit. *Academic credit should be arranged prior to the start of the internship!*

OCTOBER /
NOVEMBER /
DECEMBER

WINTER
BREAK

- If seeking an internship near home, use this time to identify possible internship sites and apply.
- Continue to network and inform contacts of your internship-search plans.
- Check your wardrobe for proper interview attire and purchase items as necessary.

JANUARY

- If just getting started, begin with the October/November/December checklist.
- Update your Miami CAREERlink profile and revise your resume as necessary.
- Begin preparing for the Spring Internship & Career Expo (Spring ICE) scheduled for either February 11 or February 10. See the Spring ICE FAQs handout for additional information.
- Expand your “prospects” list of potential employers.
- Apply for internships (those posted) and/or contact desired employers that may be willing to create an internship opportunity for you.

FEBRUARY

- Attend the Spring ICE Training Session on Wednesday, February 10 for tips on how to prepare for the Expo and to receive a printed list of participating employers.
- Review the Spring ICE printed list of employers and check our Web site for additional information.
- Utilize expanded career advising walk-in hours prior to Spring ICE for resume critiques and other questions.
- Attend Spring ICE on either Wednesday, February 17 or Tuesday, February 16, 1:30 – 5:30 p.m. (exact date TBD) at Millet Hall.
- Follow up with contacts made at Spring ICE and interview with those in which there is a mutual interest.

MARCH /
APRIL /
MAY

- Tip: Spring Break is a good time to schedule off-campus interviews with employers.
 - Evaluate internship offer(s).
 - Select the best offer and confirm starting date and other details in writing.
 - Arrange transportation, housing, etc., if needed.
 - Set goals and discuss mutual expectations with your internship supervisor.
 - Experience a great internship!
 - If still available for an internship in May, continue to network and make direct contact with employers. Some opportunities may still be available.
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