



STUDENT PROFESSIONAL INTERNSHIP CHECKLIST

- Read the PUSD MET Professional Academy Work-Based Learning Program packet (Best Practices!)
- Meet individually with your Student Advisor
- Complete Waiver of Liability and Vehicle Consent Forms
- Create your LinkedIn profile (or update)
- Have a professional-sounding voice-mail in case an employer calls you
- Practice public-speaking; polish your 30-second elevator pitch for short encounters with potential employers
- Establish goals you wish to accomplish during your internship
- Write about your preconceptions and expectations related to your organization or field
- Conduct research on general career fields, target companies, and industries
- Prepare questions to ask your supervisors based on your research and preconceptions
- Complete any special paperwork your internship placement requires
- Record your Learning Hours Log daily (signed every 2 weeks)
- Keep a journal during your internship - complete for every visit!
- Create (or revise) a resume and cover letter
- Identify three individuals to serve as references
- Work on interview skills and practice responses to typical questions in a mock interview
- Complete the MET Professional Academy Work-Based Learning Self-Appraisal (midway through internship)
- Schedule a meeting with your supervisor for a performance review. Give your MET instructor a copy of the review
- Ask your supervisor to write a recommendation for you
- Write thank you notes and send to your supervisor and other employees you worked with during your internship (verify with instructor)
- Prepare your Internship Portfolio with the above items as outlined by your instructor/advisor

- Complete post-experience activities:
 - write about the difference between your expectations and the realities of the workplace
 - discuss with your instructor and your peers about the connections you saw between classroom learning and the workplace
 - apply critical thinking and problem solving to some work place situations you encountered, give specific examples
 - list the skills you learned throughout the internship and include descriptions of projects and samples of work if possible
 - continue your career research considering what you have learned during the internship work experience; has it changed or solidified your career choice?

- Prepare for second internship opportunity
 - establish new goals, complete all forms
 - write about pre-conceptions and expectations related to the new field
 - conduct research on you new location, including their Mission/Vision
 - prepare questions to ask your supervisor when you arrive
 - what new skills may be required for this new rotation and what skills do you need to work on based on your last evaluation?
 - consider ways to use your “down time”, independent research, reading...
 - set up your log and journal format

- Discuss expectations for new rotation
 - attendance (10-day absence limit includes internship, if internship is cancelled by the professional, You MUST attend class!). If you are ill, both Mrs. Kasney and Ms Ouimette must be notified as well as your supervisor
 - professional dress is mandatory- scrubs are the recommended apparel unless your location deems otherwise (PT's)
 - Communicate your goals, requirements, recommendation letter request, last day, vacation days, etc. to your supervisor early and frequently. It is not their job to figure out what you are supposed to do- it is your job to tell them
 - Internship Opt Out- in the event you do not wish to complete an internship, there is a capstone project option available

- Finalize Preparations for all Interns (training for some)