

# Are You Ready for an Internship or Co-op?

A Step-by-Step Action Plan for Success

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So, you have decided to pursue that perfect internship or co-op position. We applaud you for recognizing the need and value of relevant work experience. You are certainly on the right track in terms of boosting your future career. However, before you plunge ahead, there are a few elements you should consider.

This guide is a simple, step-by-step strategic outline designed to assist you in looking at where you are and where you want to go. The basic purpose is to help you assess your *readiness* for beginning a co-op or internship job search. Use this guide as a worksheet.

Name \_\_\_\_\_

Major/Minor \_\_\_\_\_

Classification \_\_\_\_\_

GPA \_\_\_\_\_

Date \_\_\_\_\_

## Step 1

### A. Identify *your* motivation

- Think first about why you want an internship or co-op. Knowing why you want something will give you more staying power.

Examples: "Getting Your Foot in the Door" or "Gaining Hands-On Experience"

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### What's Inside?

Identify your motivation.....	1
Evaluate your readiness.....	2
Assess the benefits to your future.....	2
Define your short term goal(s).....	2
Create your action plan steps to reach your goal....	2
Track your progress.....	3
Goal accomplished!.....	3
Tips to find an internship or co-op.....	4
Resources.....	4

**B. Evaluate *your* readiness**

Timing is everything! Questions to consider:

- Which type of experiential learning position is best for me and how many should or can I do?
- What tools do I need to land the best internship/co-op?
- What resources are available to assist me?
- What types of employers hire interns and/or co-op students in my major?
- Can or will I take an unpaid position?
- When should I start looking?
- What do I have to offer (skills, knowledge, and abilities)?

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**C. Assess the benefits to *your* future**

- Identify specific benefits or outcomes for participating in an internship or co-op.
- How will it complement your academic studies and future career goals?

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**Step 2**

**Define *your* short-term goal(s)**

- Goals provide direction and give shape to your dreams and aspirations. They also help set priorities and help us work within a time frame.

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**Step 3**

**Create *your* action plan...steps to reach *your* goal!**

- If you fail to plan, then you plan to fail. Be proactive about reaching your goal.
- How will you reach your goal(s)?
- How will you make it happen?
- What resources (print, online, or individuals) will you use in your search?

Be specific!

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**If you are ready for an internship or co-op experience, use these resources to find an opportunity that meets *your* needs.**

- Visit The Career Center to meet with an internship/co-op advisor who can steer you in the right direction.
- Register for *Plus!* services through Seminole Link at [career.fsu.edu](http://career.fsu.edu) to access postings.
- Use the ProfessionNole network at to contact professionals in your field of interest. Visit [career.fsu.edu/professionole/students.cfm](http://career.fsu.edu/professionole/students.cfm) for more information.
- Create a Career Portfolio showcasing your skills and experience for potential employers to view.
- Utilize the 3000+ resources in the Career Center library to research industries and employers.
- Make contact! Ask family members, friends, professors, advisors, and any other individuals you know about potential internship and co-op opportunities.
- Job shadow. This activity allows you to see the inside of an organization and meet professionals in your area of interest.
- Conduct an information interview. You can ask questions about the industry and the job and demonstrate your knowledge, skills, and enthusiasm to the interviewer.

## Online resources and information related to internships and co-ops:

*Student Employment Program*  
(part-time, temporary, and seasonal positions)  
[career.fsu.edu/sep/index.cfm](http://career.fsu.edu/sep/index.cfm)

*Work Experience*  
[career.fsu.edu/library/links.cfm](http://career.fsu.edu/library/links.cfm)  
[career.fsu.edu/CareerKey/](http://career.fsu.edu/CareerKey/)

*Experiential Education*  
[career.fsu.edu/internships\\_and\\_co-ops/](http://career.fsu.edu/internships_and_co-ops/)

*Co-op and Internship Brochure*  
[career.fsu.edu/pubs/ceoreport/](http://career.fsu.edu/pubs/ceoreport/)

*Professional Network*  
[career.fsu.edu/pubs/Internship%20and%20Coop%20handout.pdf](http://career.fsu.edu/pubs/Internship%20and%20Coop%20handout.pdf)

*Web Links to More Experience Opportunities*  
[career.fsu.edu/internships\\_and\\_co-ops/ceo\\_www\\_links.cfm](http://career.fsu.edu/internships_and_co-ops/ceo_www_links.cfm)



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