

Are You Ready for an Internship or Co-op?

A Step-by-Step Action Plan to Success

Juliette McDonald

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 intern job search. Use this guide as a worksheet.

Name _____

Major/Minor _____

Classification _____

GPA _____

Date _____



What's Inside

Identify your motivation.....	2
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!.....	3
Tips to find an internship or co-op.....	3
Track your progress.....	4
Goal accomplished!.....	4
Resources.....	4

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."

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?

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)?

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.
