GUIDELINES FOR A SUCCESSFUL INTERNSHIP/CO-OP

The following guide will assist you in your search for an internship or co-op. The process will require you to invest time and effort—therefore start as early as possible. The Academic and Career Advising Center, also known as ACAC, offers information, resources, and personal assistance that will support you in your efforts.

As you start, you will have questions. Contact your academic department or advisor about:

- Internship requirements for graduation (number of credits needed, timeline for completing an internship, etc.)
- Information regarding the annual co-op information session, where to locate co-op postings and when to check in with the co-op office in Ottensman Hall
- Weekly progress report requirements and final evaluation expectations, as established by each individual academic department, for you and the employer

**STEP #1**

**EXPLORE YOUR CAREER OBJECTIVE**

- Visit the Academic and Career Advising Center in Ullsvik Hall to speak with an academic and career counselor
- Utilize the various career assessment tools:
  - SIGI Plus and WISCareers at ACAC at www.uwplatt.edu/acac
  - Stron, MBTI at Counseling Services at www.uwplatt.edu/counseling-services
- Visit ACAC and gather information
  - Informational handouts (ask at the front desk in ACAC)
  - Current books and publications on specific occupations
- Attend the fall and spring Career Fair events to learn about internships/co-ops
- Talk with faculty, friends, family, and alumni for information about various careers

**STEP #2**

**DEVELOP A TARGETED RÉSUMÉ**

- Review resource materials in ACAC:
  - Pick up informational handouts on résumé and cover letter writing
  - View the Guidelines for Résumés packet and the Career Search Letters packet available in ACAC
- Make an appointment with an academic and career counselor to review your résumé. Call ACAC at 608.342.1183
- Share your résumé with an advisor, employers, family, and peers for feedback
- Register for a Pioneer Career Network account Go to www.myinterface.com/uwplatt/student to complete a profile and upload your résumé

**STEP #3**

**BUILD INTERNSHIP CONNECTIONS**

- Review ACAC’s resources
- Attend all UW-Platteville career fairs
- Obtain and search professional publications in your field
- Arrange informational interviews and job shadowing experiences. Attend on-campus employer information sessions listed on the PCN
- Network through your advisor, ACAC events, organizations, employers, faculty, classmates, friends, and family
**STEP #4**

**APPLY FOR AN INTERNSHIP**

- Research internship employer literature through ACAC, the Internet, a company’s website, and conduct informational interviews
- Visit with your department internship coordinator to discuss specific internship/co-op information for your major and obtain approval to participate in an internship/co-op
- Modify your résumé to highlight your skills to match the needs of the position
- Schedule an appointment with an academic and career counselor to work on developing a cover letter. Contact ACAC at 608.342.1183
- Check your voice mail:
  - Is it working
  - Test it
  - Does it have a professional message

**STEP #5**

**PREPARE FOR THE INTERVIEW**

- Review your skills (portfolio/résumé) and your career path
- Review interviewing resources in ACAC:
  - Pick up informational handouts on interviewing
  - Review self-help books on interviewing and check the web
  - Review ACAC’s on-campus interview cancellation and no show policy
- Review research available on the employer and position
- Schedule a mock interview with an academic and career counselor in ACAC; call 608.342.1183 to schedule an appointment
- Arrange material for a telephone interview
- Inspect the clothes you will wear for the interview and purchase appropriate interview attire if needed
- Arrive for your interview 10–15 minutes early
- Interview for the internship

**STEP #6**

**FOLLOW UP!**

- Review resources in ACAC on writing a thank-you letter
- Send a thank-you letter within 24 hours after you interview
  - Include any items that you were requested to submit
  - Highlight a specific item or unique item discussed during the interview
  - Again, state your interest in the position
- Continue applying for positions
- Have the internship approved by your internship/co-op coordinator if you have not already done so
- Complete internship/co-op forms
- Register for credit
- Start the internship
- Complete all assignments
- Complete post internship information
- Review your career plan and modify it according to your experience
- Update your application materials and your résumé on PCN

**STEP #7**

**SHARE YOUR SUCCESS**

- Report your internship/co-op position to your department, advisor, and the co-op office