



## Work-Based Learning Toolkit

### Student Internship Checklist

Internships can give you valuable experience in the workplace. It is an exciting time because you get a preview of what your life could be like working at a job in an area of interest to you.

You'll meet many new people and learn a lot, so pay close attention and think about the possibility of this being a job for you one day.

### Have you done all that you can to prepare for your internship?

- Think about the kind of internship you might like to have. Once you've asked around about what's available, decide on the one that fits best for you and apply for it.
- Turn in all forms and complete any other needed documentation.
- Create a resume' and prepare for your interview.
- Practice your "elevator pitch/grocery store" introduction

#### Getting Ready for Your First Day

- Map out employer location and plan to get there 10 minutes early.
- Dress professionally.
- Bring your ID and any other