Student Internship Checklist

1. Attend information meeting
2. Determine type and location of position you wish
3. Review internship board and binder frequently
4. Research firms in the areas you seek
5. Review ASLA website for possible jobs, interview past participants, research past employers list, etc.
6. Meet with Internship Coordinator to discuss Specific job options
7. Secure job
8. Complete paperwork
9. Work with Undergraduate or Graduate Advisor to sign-up for appropriate **classes**
10. Go to work!
11. Complete biweekly reports
12. Complete Paper (fall after internship)
13. Complete Board (fall after internship)
14. Come to the next years information meeting

(Blalock, Fall 2001)