

SPMA INTERNSHIP GOAL ACTION FORM

This form is designed to help you create an action plan to accomplish your goals for the SPMA 4F01/4F02 internship courses.

GOAL: Obtain an internship for SPMA 4F01/4F02

LOGISTICS:

SPMA 4F01/4F02 = 2.0 CREDITS

Duration: 450 Hours

POSTING DATES:

Summer postings are sent out starting the end of January

Fall Semester postings are sent out starting in June

Winter Semester postings are sent out starting in October

INVESTMENT (dollars, time, resources): 4 months of resources and time

*note: most placements are unpaid, some placements may be longer than 4 months

- Housing & accommodations
- Travel fees
- Tuition fees for 2.0 credits

MANDATORY ACTION STEPS:	COMPLETE BY:
Complete internship application and all other required documents, get approval from Katie Desveaux (application found on SPMA website)	-March 31 st for following year
Ask permission and obtain professional references for interview purposes (recommended 2-3)	
Apply to the internships, maximum 2-3 at a time, as indicated by the program	*Apply as soon as applications open, rather than waiting for the deadline*

RECOMMENDED ACTION STEPS	COMPLETE BY:
Contact Katie Desveaux to request a meeting regarding potential opportunities	
Make a top 3 list of potential placements, and research/reach out to the company to learn more	
Make a customized resume/cover letter for each of your top 3 placements - have it reviewed by Career Services	
Update LinkedIn profile, including a new professional picture and fully updated work and volunteer experiences - have it reviewed by Career Services	
Attend the "Grad Studies" and "What's Next?" workshops, hosted by the SPMA Department, for more information on graduate studies, internships and job searching	*Occur mid-year*
Use a portfolio to display work samples and artifacts to your employer - Career Services can help you build one	