

MS Information Internship Checklist

2023-2024

START PREPARING NOW!

This list will help you prepare your year-round efforts in capturing an internship or job opportunity during your time at the iSchool. *Created by The iSchool Office of Experiential Learning.*

The Basics

- The iSchool's Office of Experiential Learning ([ExL](#))
 - Expectations and Requirements Agreement
 - [Schedule an appointment](#) at the ExL
- The iSchool's [Career Toolkit](#)
- The College of Letters and Science ([SuccessWorks](#))
- The UW Graduate School ([Professional Development](#))

Events

- University of Wisconsin-Madison Events [Calendars](#)
- [CDIS Career Fair](#)
- [UW Career Fair](#)
- [Data Science Research Bazaar](#)

Handshake

- Setup a complete [Handshake](#) profile
 - Create a custom Handshake search filter (by CPT/OPT if applicable)
 - Apply and also sign up for recruiting events

LinkedIn

- Setup a complete LinkedIn profile
 - Use the [LinkedIn Profile Checklist](#)
- Update your resume on LinkedIn
- Review articles on LinkedIn profile strategies ([link](#))

Network with UW and iSchool Alumni

- Review ExL's LinkedIn Alumni Tool and Strategies [video](#)
- [Badger Bridge](#)
- iSchool Network @ ExL (coming soon)

Prepare, Practice and Improve

- Job Search [concept map](#)
 - Portfolio / GitHub (templates and examples)
 - Application documents (templates, examples and strategies)
 - Mock Interviews (video AND in-person)
 - Interpersonal and presentation skills
 - Writing skills (including email)
 - [Schedule an appointment](#) at the ExL

Proactive Search

- Internship / Job Boards (ExL List)
- [Internship Tracking Tool](#)
- ExL [Opportunity Database](#)
- Industry Associations and Events
- Self-directed Projects