MS Information Internship Checklist

2023-2024

START PREPARING NOW!

This list will help you get an early start on capturing an internship or job opportunity during your time at the iSchool. *Created by iSchool Experiential Learning.*

The Basics
- iSchool Experiential Learning ([ExL](#))
  - Connect with ExL [Form](#)
- The UW Graduate School [(Professional Development)](#)
- The Writing Center [Site](#)

Events
- Multiple University of Wisconsin-Madison Events [Calendars](#)
- [CDIS Career Fair](#)
- [UW Career Fair](#)
- [Data Science Research Bazaar](#)
- UX and DATA Club Meetings
  - Dot.Data Club [Site](#)

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
- Learn ExL's LinkedIn Alumni Tool and Strategies
- [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 ([Big Interview](#) AND in-person via ExL)
  - Interpersonal and presentation skills
  - Writing skills (including email)
  - Schedule an appointment at ExL (We're here to support you!)

Proactive Search
- Internship / Job Boards (ExL List)
- Internship Tracking Tool
- ExL Opportunity Database
- Industry Associations and Events
- Self-directed Projects (*very important*)