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