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)