

Fall 2019 (Dates are subject to change, always review the ASU Academic Calendar)	
02/18/2019	ASU Fall 2019 schedule of classes becomes available online
05/13/2019-05/28/2019	Identifying: complete part one of the application (Identifying Your Interests and Skills), schedule an appointment with the SPA Internship Coordinator, and check off every item under part one of the Internship Checklist
06/07/2019-07/12/2019	Seeking: complete all steps in part two of the application, check-in with your SPA Internship Coordinator, check off every item under part two of the Internship Checklist. Submit applications and interview during <b>June &amp; July</b> and begin reviewing part three of the application
08/02/2019	Securing Approval: Congratulations! You've landed that internship! Now complete all steps in part three of the application, check off every item under part three of the Internship Checklist
08/22/2019	Fall classes begin You <b>must</b> be cleared to register and participate in PAF/URB 484 Internship before this date
08/28/2019	University last day to register or drop/add
Spring 2020 (Dates are subject to change, always review the ASU Academic Calendar)	
08/14/2019-09/06/2019	Identifying: complete part one of the application (Identifying Your Interests and Skills), attend your first workshop with the SPA Internship Coordinator, and check off every item under part one of the Internship Checklist
09/23/2019	ASU Spring 2020 schedule of classes becomes available online
09/10/2019-09/27/2019	Attend job search workshop
09/30/2019-11/29/2019	Seeking: complete all steps in part two of the application, check-in with your SPA Internship Coordinator, check off every item under part two of the Internship Checklist. Submit applications and interview during <b>October &amp; November</b> and begin reviewing part three of the application
12/02/2019	Securing Approval: Congratulations! You've landed that internship! Now complete all steps in part three of the application, check off every item under part three of the Internship Checklist
01/13/2020	Spring classes begin You <b>must</b> be cleared to register and participate in PAF/URB 484 Internship before this date
01/19/2020	University last day to register or drop/add

Please contact the School of Public Affairs Career and Professional Development Office for additional information.

**Contact Us:**

School of Public Affairs | (602) 496-0450 | [spa\\_careers@asu.edu](mailto:spa_careers@asu.edu)

**Application (Part One) & First Coordinator Meeting/Workshop Preparation**

**Due Date: first meeting/workshop with SPA Internship Coordinator**

- ☐ Read through the application to get an idea of the upcoming process found on the SPA Internship website:  
<https://spa.asu.edu/content/internship>
- ☐ Attend internship workshop. See website for schedule. If you are not able to attend a workshop, please call the School of Public Affairs
- ☐ Complete page one of the application. Not sure what marketable skills or work values you have? Try here:  
<https://eoss.asu.edu/cs/students>
- ☐ Create a LinkedIn account if you don't have one – before filling out your profile, check out  
<https://students.linkedin.com/> and review the “LinkedIn Profile Checklist” in the resource packet
- ☐ Bring or email a resume draft to the internship coordinator. Refer to the “Outline for Organizing Information” and “Career Competencies” guides for tips on creating and formatting a resume
- ☐ Bring or email a letter of introduction draft to the internship coordinator. Use “Writing Accomplishment Statements” in the resource packet to help you draft your letter

**Application (Part Two) & Second Coordinator Meeting Preparation**

**Due Date:**

- ☐ Utilize the resources discussed at your first appointment/workshop to prepare for your search and interview. Check off which resources you used on page two of the application
- ☐ Consider which positions, places, and people you plan to target for your internship and develop a spreadsheet to track your progress
- ☐ Bring or email your completed professional resume & letter of introduction to the second meeting
- ☐ Complete your LinkedIn profile
- ☐ Complete a 30 second networking introduction. Use the guides “Powerful Introductions” and “Informational Interviewing” in the resource packet
- ☐ Practice your interviewing skills using “Interview Preparation” found in the resource packet
- ☐ Schedule your second meeting with your SPA Internship Coordinator

**Application (Part Three) – After Securing an Internship**

**Due Date:**

- ☐ Turn in a position description to your internship coordinator via email or physical copy
- ☐ Turn in a statement of interest to your internship coordinator via email or physical copy

These documents will be reviewed by the internship coordinator to qualify the work-learning opportunity. Once qualified, the student may continue with the following steps.

- ☐ Coordinate with your internship employer to complete a SPA Internship Confirmation Sheet
- ☐ Coordinate with your internship employer to complete an ASU Core Learning Competencies Form

The internship coordinator will generate forms for your internship employer to complete (if no agreement is on file) and send your paperwork for final approval. Once you are officially cleared, complete the final step.

- ☐ Enroll in your designated internship course after you are cleared. Do this **before** the semester's “Last day to register or drop/add without college approval” date. **For your intended semester, this date is:** \_\_\_\_\_