

Application (Part One) & First Coordinator Meeting Preparation

Due Date: first meeting 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>
- 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
- Email a resume draft to the appointment. Refer to the “Outline for Organizing Information” and “Career Competencies” guides for tips on creating and formatting a resume
- Email a letter of introduction draft to the appointment. 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 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:** _____

Internship Application Timeline

Undergraduate: PAF484 or URB484

Graduate: PAF584 or PAF590

Summer 2020		(Dates are subject to change, always review the ASU Academic Calendar)
02/04/2020	ASU Summer 2020 schedule of classes becomes available online	
02/03/2020- 02/14/2020	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	
02/17/2020- 03/13/2020	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 February & March and begin reviewing part three of the application	
04/17/2020	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	
05/18/2020	Summer classes begin You must be cleared to register and participate in PAF/URB 484 Internship before this date	
05/19/2020	University last day to register or drop/add	
Fall 2020		(Dates are subject to change, always review the ASU Academic Calendar)
02/17/2020	ASU Fall 2020 schedule of classes becomes available online	
05/11/2020- 06/05/2020	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	
06/08/2020- 07/13/2020	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 June & July and begin reviewing part three of the application	
08/03/2020	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	
08/20/2020	Fall classes begin You must be cleared to register and participate in PAF/URB 484 Internship before this date	
08/26/2020	University last day to register or drop/add	

For internships starting later than 01/07/2019 but before 05/20/2019 **OR** later than 05/20/2019 but before 08/22/2019, please contact our office for additional information.

Contact Us:

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