

Internship Checklist

- Learn about the company**
- Learn about the department where you'll be an intern**
- Learn about your boss and your teammates**
- Ask your supervisor about what the company needs at this time**
- Ask about your supervisor's goals and plans for your internship**
- Work with the supervisor to break that goal into projects**
- Find out which of those projects you can champion and the deadlines or dates by which you need to deliver**
- Set appointments for feedback and adjust your work output based on feedback**
- Schedule and prepare a final presentation**
- Deliver your final presentation**