



Intern Checklist

Master of Science in Administration Degree Program (MSA 690)

Pre-Internship	
First	Carefully read the MSA 690 Internship Handbook
Second	Complete a minimum of 18 semester hours, including MSA 601, MSA 603, and MSA 604
The semester BEFORE your internship	Schedule an appointment with an advisor at CMU's Career Development Center (through Handshake) Take advantage of the resume review and mock interview services. Ask for guidance in finding an internship.
The semester BEFORE your internship	Contact your academic advisor and the MSA Internship Coordinator Meet with your academic advisor and determine if an internship fits in with your degree requirements. With the internship coordinator, discuss your plan for finding an internship site, the internship requirements, and any questions you have.
The semester BEFORE your internship	Research potential internships Use CMU resources and other resources. See the information at the end of this handbook with potential internship sites and resources.
The semester BEFORE your internship	Schedule an interview at your proposed internship site Share your skills and professional goals (remember you updated your resume!), learn about the agency, and make sure that your goals and the agency's goals are aligned.

Submit Your Internship Paperwork	
The semester BEFORE your internship	Work with the MSA Internship Coordinator to make sure that all your paperwork is complete: <ul style="list-style-type: none">✓ Offer letter✓ Fully executed affiliation agreement✓ Internship agreement✓ Internship description✓ CPT approval (if needed)

The semester BEFORE your internship	Please see detailed instructions in the MSA Handbook for the Offer Letter, Affiliation Agreement, and Internship Agreement, on pages 4-5, under “Steps for Internship Approval: Required Forms.”
The semester BEFORE your internship	Register for MSA 690 You cannot register for MSA 690, Internship, until all of the steps above have been met. The MSA Internship Coordinator will process the registration.
No later than the BEGINNING of the semester	If this is your final semester, apply for Graduation. You can apply for graduation through Degree Progress.

During the Internship	
At the BEGINNING of your internship	Attend Agency Orientation Your Agency Supervisor and other administrators should provide you with a comprehensive orientation to the mission, philosophy, operational framework, and external relationships of the agency.
WEEKLY during your internship	Submit weekly journal through the course Blackboard Shell
WEEKLY during your internship	Meet weekly with your Agency Supervisor
During the first 1-2 WEEKS of your internship	Get Acquainted Interns typically spend about a week getting acquainted with the agency and its employees and spend time in orientation/rotational activities before starting projects and internship experiences.
During the first 1-2 WEEKS of your internship	Plan internship duties With your agency supervisor, create a timeline for your observations, projects, and meeting attendance in order to complete your internship goals.
From weeks 3-5 through the end of the internship	Projects and administrative experiences A valuable component of an internship is assigned projects which are designed to give you practical experience at various administrative levels. Project should carry the intern broadly across the agency and/or across several different operations of the agency.

During weeks 7-9 of your internship	Schedule a site visit with your supervisor, yourself, and the MSA Internship Coordinator The site visit may be virtual or in person.
HALFWAY through your internship	Discuss mid-term self-evaluation and supervisor evaluation with your Agency supervisor Upload both evaluations into the MSA 690 Bb shell. Include your thoughts about your evaluation in your weekly journal.
At the END of your internship	Discuss final self-evaluation and supervisor evaluation with your Agency supervisor and with the MSA Internship Coordinator Upload both evaluations into the MSA 690 Bb shell. Include your thoughts about your evaluation in your weekly journal.
At the END of your internship	Assemble your internship portfolio and reflect on the experience Submit your reflection paper, if required. Compile your documents: updated resume, weekly journals, reflection paper, and evaluations. Think about how you can use this experience in your job search. What new skills have you learned? Did you meet your goals?