

Action Items			Professional Development Focus Areas and Notes			
			Skill Development	Building your Network	Industry Education & Other	
Pre-Internship	Mandatory for Yale-coordinated Interns	Register your Internship in Symplicity			X	
		Attend a Pre-departure Orientation	X		X	
		<i>International:</i> Attend a Yale Health Travel Session & register travel with OIA			X	
	Recommended	Use the Yale Career Network to find alumni in your internship location		X		
		<i>International:</i> research and read about local culture			X	
During Your Internship	Mandatory for Yale-coordinated Interns	Participate in at least 1 Google Hangout (RSVP in Symplicity required)	X	X	X	
		Have a mid-semester check-in with supervisor	X			
		Have an informational interview with a colleague in your workplace	X	X	X	
		Update your resume as you are assigned tasks and complete projects	X			
		Read weekly professional development emails from the Office of Career Strategy			X	
		Connect with the Office of Career Strategy with any questions that arise	X		X	
	Recommended	Attend an educational lecture of local event related to your internship industry or another area of interest			X	
		Ask for weekly feedback from your supervisor	X			
		Follow the Office of Career Strategy on Facebook and Instagram		X	X	
		Get a small group of interns together for an article/podcast discussion on a related industry, current event, or cultural topic		X	X	
	Post-Internship	Mandatory for Yale-coordinated Interns	Complete and submit the Yale-coordinated Internship Reflection	X		
			Complete the Summer 2016 Internship Survey in Symplicity			X
Send thank you notes to your former supervisor(s) and colleagues, connect with them on LinkedIn				X		
Recommended		Update your resume and LinkedIn profile	X	X		
		Attend Office of Career Strategy events and workshops; check your calendar in Symplicity in early September for a list of workshops and events	X	X	X	