

Planning to do an Internship with the FAMILY SCIENCES DEPARTMENT

WHAT TO DO	WHEN TO DO IT	CONTACT PERSON(S)
Decide on the type of internship you want to do by evaluating your interests; related academic courses in which you've excelled.	Begin this process a semester or two BEFORE you want to do the internship. (pre-reqs: FAM251, FAM360 and FAM 352).	FAM 499 Internship Instructor/Academic Coordinator (AC), Pam McFarland, Pamuel2@uky.edu or 859-257-2617 or visit 315 Funkhouser Building.
Prepare & shape Resume and Cover Letter based off of interested internship. Make sure your resume and cover letter is free of grammatical errors and/or incorrect information.	Begin the process BEFORE you want to do the internship-preferably as you progress in college.	-Schedule here for appointment with CAFÉ's Director of Career Development; -Resume & Cover Letter examples: https://www.uky.edu/careercenter/resume-sections .
Have your resume reviewed. Take printed copy or send electronically to CAFÉ Director of Career and Enrichment.	Schedule this BEFORE you want to do the internship; periodic updates as needed. (You will need a final version to submit for potential internships).	Schedule here for appointment with CAFÉ's Director of Career Development.
Research internship opportunities Contact internship site contact person to see if they have any internships available for the semester in question.	Begin this process no later than the semester BEFORE you want to do the internship. MANY other students from various colleges/universities are doing the same thing!! <i>Some sites are so popular- they secure their interns two-three semesters in advance.</i>	Review the current FAM 499 Internship Packet for the most comprehensive list; if you have a place in mind (and that site contact person is agreeable to serving as the internship supervisor), seek out FAM499 Internship Instructor as soon as possible.
Discuss your internship intentions with FAM SCI internship coordinator.	During advising or other appointment; in the semester or two BEFORE you want to do the internship.	FAM 499 Internship Instructor/AC
Practice interview skills.	The semester or two BEFORE your internship.	Schedule here for appointment with CAFÉ's Director of Career Development.
Apply for prospective internship(s). Follow any necessary application procedures.	The semester or two BEFORE your internship.	Contact Internship Supervisor for each site.
Make decision on which internship to accept.	Secure internship no later than the following dates depending on enrollment: FALL: AUG 1 SUMMER: MAY 1 SPRING: DEC 1	Contact the Internship Supervisor to confirm Notify FAM 499 Instructor/AC.
Finalize internship contract with site supervisor. Submit typed & signed contract to Internship Instructor	Prior to the FIRST DAY OF FAM 499 class –first Wednesday of semester.	FAM499 Internship Instructor/AC
Override to register for FAM 499 given to student for enrollment.	Prior to the FIRST DAY OF CLASS – first Wednesday of semester	FAM 499 Internship Instructor/AC.