

Making the Most of your Internship

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First Things First

- Dress the part. Learn what the dress code is and what they expect of you. Don't be afraid to ask.
- Show up on time....every time. Call your supervisor if you are sick. Don't just miss work without talking to someone or letting someone know.
- Ask questions. If you don't know how to do something, don't just sit there and stew about it.
- If you make a mistake don't try to hide it. Fix it or talk to someone about it.
- If you know how to do something more efficiently than your supervisor is doing it, show them.



Things You Should Do

- Develop a learning contract with your supervisor. This helps you establish actual tasks to work on.
- Keep a journal or log of the skills and experience you are getting. This will help you update resume and cover letters at the end of your internship.
- Keep samples of your work. You can use these in your future interviews as a portfolio.
- Be proactive in asking for better assignments.
- Ask for a reference, don't just expect it to happen.



Things You Should Do, Con't

- Have regular meetings with your supervisor
- Avoid negativity at all costs
- Get as much exposure as possible
- Take initiative to get new or different projects
- Find a mentor to help you through situations or be a sounding board
- Follow all rules, especially computer and social media protocol
- Leave with some tangible accomplishments



Things You Should Do, Con't

- Network with your colleagues and learn from them on how they got where they are.
- Every job has tasks that are not glamorous. Do every task well and to the best of your ability.
- Try to get included in meetings and other professional development opportunities.
- If you see a project happening that really interests you ask if you can be of any help.
- Be friendly and professional with all colleagues.
- Overall, have fun.



Exiting Your Internship

- Develop strong networking contacts to use in your next job or internship search.
- Ask colleagues to be professional references
- Write thank you note(s) to your supervisor(s)
- Talk to them about the chance for a full-time job if you are interested. (This is tough in hiring freeze)
- Keep in touch with your employer and let them know where you end up.
- Do an evaluation of internship and ask for constructive feedback on your work.



Questions?????

- Developed from: Green, M.E., Internship Success. Lincolnwood, IL: VGM Career Horizons, 1997.

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