

## Success in the Internship

### Getting Started on the Internship

- Arrive early for work and don't be the first one to leave at the end of the day
- Be sure to dress for success-it is better to be over dressed then under dressed
- Listen more than talk during your first weeks
- Show respect to everyone: learn names as quickly as possible, regardless of their role
- Network as much as you can! As you meet people, take notes on what each person does within the company.
- Maintain a professional attitude in all situations, even activities outside of work with fellow co-workers.

### Effectively Managing your Projects and Work Steps for Success

- Discuss assigned projects and objectives with your supervisor.
- Agree to a timeline for completion of assigned projects.
- Do not expect to be given step-by-step instructions.
- Speak with your supervisor on how your performance will be evaluated.
- From the start of your internship experience set up periodic "check in" meetings.
- During check in meetings ask for assistance and feedback on your success at the internship.
- If you make a mistake, admit it. Admitting you were wrong shows maturity and often builds trust with others. Try not to make the same mistake twice.

### Network Effectively

- Reach out to individuals in other departments. Ask them to have lunch or grab a cup of coffee. The more you engage with others the better your internship experience will be.
- Attend as many work related functions as possible. Social skills are just as important as technical skills for success on the job.

### **Getting Feedback from Supervisor**

- In the beginning of your internship experience set up weekly or bi-weekly meeting with supervisor(s) to show updates on projects and gain feedback.
- Ask supervisor for constructive feedback on your work. Don't get defensive, stay positive and brainstorm with your supervisor about ways you can improve.
- Always ask your supervisor(s) what projects or meetings you can be a part of.
- If you are not being challenged, be proactive and try to improve your situation by discussing ways you can contribute.

### **How to Leave your Internship Experience**

- Schedule a final meeting with supervisor to discuss your performance. Be ready to show accomplishments, share lessons learned and ask for feedback.
- Remember to obtain contact information from supervisor(s) and coworkers. All relationships could be potential future contacts in referring you to new job or internship opportunities.
- If you receive a full-time offer after graduation from the organization, make sure you ask for all the details about start date and salary. Your career advisor is happy to assist you with the negotiation process.
- Always share with the Office of Career Development if you have been offered or accepted a position with the organization where you did your internship.