



TIPS FOR A SUCCESSFUL INTERNSHIP EXPERIENCE

THE PURPOSE OF AN INTERNSHIP

An internship is any field experience or formal program that provides practical experience for students and beginners in an occupation or profession. Most internships are work experience internships in which the student or worker can receive on-the-job training in a field. Although employment isn't guaranteed at the end of an internship, internships can be a way for employers to train and evaluate future employees.

TIPS FOR STUDENTS

- Market yourself effectively. Create a resume that features relevant skills and accomplishments. Have someone you respect provide feedback.
- Sit down with your supervisor to map out goals early in your internship. Then, always recheck your supervisor's expectations and goals.
- Be responsible for meeting deadlines on time. Even better, under promise and over deliver. It's better to say that a project will take a week and deliver it in one day. Prioritize goals with your supervisor, and if necessary reach fewer goals but exceed expectations each time.
- Network with other interns and professionals during the internship to build up your network.
- Record your work accomplishments. Collect documents, marketing material you helped write, or design, photos, and correspondence such as letters of reference. Or create an online portfolio or a personal website.
- Be flexible – you may have to do some “grunt” work; that's the trade-off to gain the skills and experience you're seeking in a field. But make sure there is a balance between doing “grunt” work and pre-professional responsibilities.
- Ask for a letter of recommendation from your intern supervisor and from colleagues with whom you've worked.
- If you are working a different job and juggling an internship, develop an internship schedule with your supervisor that will be beneficial to you and to the company. Consider alternate schedule options such as staying more hours per day, and coming fewer days, or fewer hours a day over a longer period of time.
- Assess company values and standards. Pay attention to company behaviors, including dress and language. Analyze your supervisor's leadership style. Companies hire people who fit in, so make sure you do your research into the company culture.