How to Prepare for your Internship

Presented by: Darrell Mallory Easter
Internship Program Coordinator

CAREER SERVICES
www.vsu.edu/career-services
How to Prepare for Your Internship Goals and Objectives

• How to Report your Internship Offers & Acceptance
• Process for Registering for Academic Course Credit
• Etiquette of an Office Environment (Dos & Don’ts)
• How to Network Effectively
• Internship Agreement/Contract (Goals & Objectives)
• Tips on How to Get A Full-Time Job Offer
• How to Give and Receive Feedback
• Learn How to Communicate with Your Supervisor
• How to Prepare, First Day of Work
How to Report Your Internship Acceptance

• You’ve Secured the Internship – Now What?

• Contact Career Services Internship Program Coordinator

• Contact your Internship Coordinator or Academic Advisor within your Academic Department

• Enter your Internship Placement information in Trojans4Hire
Process of Registering for Academic Course Credit

- Consult with your Academic Department to Determine if you Meet the Requirements to Register for Academic Course Credit

- Accept the Internship upon Approval of your Academic Advisor

- Complete all Logistics in Advance of Starting Your Internship
How to Prepare for the First Day of Your Internship

• Company Address
• Transportation
• Parking
• Where to Meet
• Company Dress Code
What to Do and Bring on the First Day

• Arrive on Time for Work (Always be Punctual)
• Greet Everyone and Smile
• Driver’s License
• Social Security Card
• Blue or Black Pen and Notepad
• Snack Bag
• Money for Lunch
• Folder
• Laptop or Ipad
What to Expect on the First Day

- Internship Orientation
- Information on Company Policies and Procedures
- Intern Tasks
- Intern Events
- Advice on How to Make the Most of Your Internship
- Brief Overview and Questions
- Discussion of Internship Assignment/Learning Agreement/Contract
- Then Right to Work
Office Etiquette (Dos & Don’ts)

• **Phone Etiquette**
  ✓ Always be Professional
  ✓ Cell Phones (keep on silent – not vibrate)

• **Social Media Etiquette**
  ✓ Do not engage in Social Networking during Your Workday

• **Office Etiquette**
  ✓ Always be Professional in your Demeanor
  ✓ Refrain from Office Gossip
How To Network Effectively

What is Networking?

• Developing beneficial relationships or “contacts”
• Building partnerships that support you while you map out your career goals
• Sharing information
• Ongoing and reciprocal in nature
• A two-way street

What it Isn’t:

• A process of making cold-calls
• Asking for a job
How to Network Effectively

• Before contacting anyone, decide on what kind of information or assistance you would like:
  • Information on a career
  • Referrals to specific job openings
  • Advice on the best strategies to break into a career
  • Help with exploring new career options
How to Network Effectively

- Make Contact (relatives, friends, neighbors, former high school & college classmates, alumni & faculty, current & former co-workers & supervisors)
- Do your Research on the company or organization
- Make contact & give information about yourself
- Schedule an Informational Interview
- Develop contacts for future reference (ask for business cards)
- Send a Thank-you Note or Email
- Always Reciprocate
Qualities Employers Look For in an Intern

Positive Traits

• Individual who…
• Will ask questions
• Who follows directions well
• Who displays enthusiasm
• Actively look for things to do
• Follows rules and regulations
• Socializes appropriately with staff
• Exhibits punctuality and dependability
• Checks out all projects with Intern Supervisor
Getting the Most out of Your Internship

Meet with Intern Supervisor

- Be specific and able to articulate what you hope to accomplish, what you hope to learn, and how you wish to be enriched by your experience

- Obtain a Learning Contract/Agreement that spells out your internship goals and appropriate activities

- Build contacts for a future job search
Making the Most of Your Internship Experience

- Constantly evaluate & re-evaluate your own performance (Average Intern or Stand-Out Intern?)
- Be the first to volunteer (shows initiative)
- Find work for yourself
- Take notes, listen to everything, then ask questions
- Keep all company information private
- Watch your actions
- Write out your accomplishments & keep track of all tasks performed
- Two weeks before internship ends, ask for recommendation letter
- Stay in touch & connected
Communication Rules for Interns

• Establish a Good Rapport with your Site Supervisor or Internship Program Coordinator

• Don’t be Afraid to Ask Questions

• Develop Strong Interpersonal skills
Check-off Sheet

- A copy of the Job Description
- Enter your Internship Placement information in Trojans4Hire
- Letter of Acceptance or Email from Employer
- Write your Internship Goals & Objectives
- Keep Journal or Weekly Report
- Complete a Student Intern Evaluation
- Receive a copy of Final Work Performance
- Write an Internship Final Report or Reflection Paper
Assessment & your Success Story

• Ask for a copy of your Final Performance Evaluation
• Keep any certificates or achievements received for your Portfolio
• Send your Success Story to VSU Career Services
• Serve as a Goodwill Ambassador for your Intern Employer
• Share your experience upon return to VSU with other students, faculty & staff
• Enhance your resume by adding your experience