

Business Education Compact: Making the Most of Your Internship



The Importance of Internships

Internship Facts:

- 86% of college graduates complete at least one internship
- 69% of college graduates complete two or more internships

Follow these
12 STEPS TO INTERNSHIP SUCCESS
to have a successful internship and career!



12 Steps to Internship Success!

1. Set Personal Goals
2. Have Regular Meetings with your Supervisor(s)
3. Tackle all Tasks with Enthusiasm
4. Avoid Negativity
5. Seize Chances to Learn More
6. Get Exposure
7. Don't be Afraid to Ask Questions
8. Take Initiative
9. Find a Mentor
10. Network, Network, Network
11. Leave with Tangible Accomplishments
12. Enjoy Yourself!

Making the Most of Your Internship



STEP #1: Set Personal Goals!

- Spend time **BEFORE** you start your internship **SETTING GOALS** that you want to accomplish
- **WHY DO IT?**
 - Feel a greater sense of accomplishment
 - Keeps your learning on track

As part of the BEC Internship, you will complete a **LEARNING OBJECTIVES Form** which helps you set internship goals.

HINT: Make sure your goals are REALISTIC and ATTAINABLE in your internship!

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STEP #2: Have Regular Meetings with Supervisor(s)

- Make sure to have regular meetings to:
 - Share experiences
 - Review lessons learned (both good and bad)

**HINT#1: Keep your supervisor up-to-date
about your accomplishments**

**HINT#2: Be a good listener and learn as
much as you can during these meetings!**

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STEP #3: Tackle all Tasks with Enthusiasm!

- REALITY CHECK!
 - In just about every company, new hires and interns have to “pay his or her dues”
 - You may be given some “grunt” work, but the key is to do it with the same level of professionalism

HINT: Always BE POSITIVE and go the EXTRA MILE!

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STEP #4: Avoid Negativity

- **REALITY CHECK!** *The quickest way to kill a good internship is by BEING NEGATIVE!*

Avoid the Following:

- Complaining
- Being rude
- Disrespecting coworkers
- Arriving late
- Leaving early
- Being closed-minded
- Missing deadlines
- Appearing arrogant
- Wearing improper attire
- Acting unprofessionally
- Appearing inflexible
- Taking part in office politics

HINT: DO NOT
treat secretaries
and clerks as
being beneath
you! Avoid this
behavior at ALL
COSTS!

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STEP #5: Seize Chances to Learn More!

- **TAKE EVERY OPPORTUNITY TO:**
 - Attend company or industry meetings, conferences and events
 - Participate in training workshops
 - Read company materials

HINT: Meetings can often offer a good chance to enhance your knowledge, your network and your relationships!

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STEP #6: Get Exposure!

- TAKE EVERY OPPORTUNITY TO:
 - Tackle new tasks
 - Meet people outside your department
 - Attend company social events
- WHY?
 - The more exposed you are to new ideas and people, the more you'll learn!

HINT: Joining the company softball team (or other informal group) is a great opportunity to meet new people!

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STEP #7: Don't be Afraid to Ask Questions!

- REMEMBER: *Your Internship is a LEARNING EXPERIENCE!*
- Your supervisor expects a certain level of work from you **BUT... YOU ARE NOT EXPECTED TO KNOW EVERYTHING!**
- Seek advice and raise questions whenever you encounter something not familiar to you

HINT: Smart people know that there really is no such thing as a dumb question, so ask before doing!

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STEP #8: Take Initiative

- **EMPLOYERS LOVE EMPLOYEES WHO...**
 - Dive into tackling tough problems
 - Think “outside the box” in finding solutions
- **Make sure to...**
 - Work with your supervisor so you don’t overstep your authority
 - Make sure to share successes with your supervisor

HINT: There is a fine line between TAKING INITIATIVE and being perceived as a ‘KNOW-IT-ALL’ – err on the side of caution!

STEP #9: Find a Mentor

- **A MENTOR is someone at a higher level in the organization that...**
 - *Looks out for you, makes sure you are learning what you need to know and accomplishing what you need to do*
 - *Provides a good sounding board for you to discuss ideas, ask questions, etc.*

HINT: Your supervisor could be your mentor, but it could also be another person within the organization.

STEP #10: Network, Network, Network

- Use your **NETWORK** to find your next career step!
- Build a professional relationship with your supervisor(s) and other managers in the organization
 - They are a good source for getting other job-hunting advice and tips from their years of experience

HINT: Even if you have a bad experience, NEVER BURN YOUR BRIDGES! You never know when it could come back and hurt you!

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STEP #11: Leave with Tangible Accomplishments

- One goal of internships = leave with **TANGIBLE RESULTS!**
 - Use it for your resume
 - Use them for your career portfolio

HINT: Keeping a journal will help you remember all the things you accomplished during your internship!

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STEP #12: Enjoy Yourself!

- Most internships are GREAT EXPERIENCES – so HAVE FUN while you are working and learning!
- Don't be so uptight that you are perceived as something you're not

**HINT: Just make sure you DON'T OVERDO THE FUN
and avoid office romances!**



Questions?

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