

Student Tip Sheet

Internship: Success Factors

A tip sheet for students on how to get the most out of your Internship.

Internships are meant to give you experiences in the field that interests you. It is a really exciting time because you get a preview of what your life could be like working at a job like that. You'll meet many new people and learn a lot, so pay close attention and think about the possibility of this being a job for you one day.

Before Your Internship

- Consider the right path for you.
 - ✓ Think about what your interests are and determine the kind of Internship experience you might like to have.
- Explore your Internship opportunities and make it happen!
 - ✓ Ask around about different programs. What fits best for you?
 - ✓ Apply for an Internship program. If you need help, ask your teacher.
 - ✓ Turn in all signed permission forms and documents that are required.
 - ✓ Complete an intern self-assessment and any other assignments.
 - ✓ Ask yourself what else you can do to be prepared.
 - ✓ Prepare and practice your introduction as a professional (who you are, why you're interested in the business and what your career goals are).
 - ✓ Dress professionally. Don't look like you just got out of bed!
 - ✓ Be on time for the interview with your potential Internship host—this means 15 minutes ahead of time! Make sure you take your resume and other requested materials.

During Your Internship

- Getting started.
 - ✓ Go to the orientation and other trainings that your worksite requires.
 - ✓ Make sure you understand your duties and complete the tasks or projects you are assigned.
 - ✓ Ask questions if something is unclear!
- Manage your time and write things down.
 - ✓ Track your hours as instructed and use your time sheets. It is VERY important to know how much time you are investing at your Internship.
 - ✓ Consider keeping a journal of your Internship experience. This will help you reflect upon how to be a better professional.
- Connect the Internship to what you have learned in school.
 - ✓ Talk to a teacher or coordinator about what your learning goals through this experience are going to be.

- ✓ Think about the skills you'd like to develop and work with your worksite supervisor to improve them. (Being on time, using correct grammar, etc.)
 - ✓ How does what you learn at school connect to what you're learning at your Internship?
 - ✓ Participate in ongoing self-reflection activities and skill-building classroom assignments.
- Work on the goals you came up with at the beginning of your Internship.

After Your Internship

- Think about and share what you've learned.
- ✓ Participate in self-evaluation and reflection activities.
 - ✓ What were you able to accomplish and what did you learn through this experience?
- Complete final "paperwork."
- ✓ Send a thank-you letter to your worksite supervisor.
 - ✓ Update your resume based on new skills and experiences gained.
 - ✓ Ask your supervisor if you can use him/her as a reference on your resume.
- Meet with your worksite supervisor and teacher to discuss next steps.
- ✓ Is there a chance that this Internship could be a job opportunity for you?