Maximizing Your Internship

tips & tricks
“DO NOT LET WHAT YOU CANNOT DO INTERFERE WITH WHAT YOU CAN DO.”

—JOHN WOODEN
AGENDA

HOW CAN YOU GET THE MOST OUT OF YOUR INTERNSHIP EXPERIENCE?

• The Importance of Internships
• Day One of Your Internship
• During Your Internship
• Ending Your Internship
• After Your Internship
THE IMPORTANCE OF Internship!
WHY YOU MAY WANT TO MAXIMIZE YOUR INTERNSHIP:
3 statistics you want to take note of

61.9%  A significant amount of interns convert to full-time

72.7%  Average percentage of interns offered a full-time position

39.6%  Employers are favoring “high-touch” techniques via Career Centers to recruit interns and co-ops

Reference NACE 2016
DAY ONE
Of Your Internship!
What do you want to learn? Opportunities for research? Do you need to further education?

ACADEMIC

PROFESSIONAL

Build and apply new skill sets, while networking.

SELF-DISCOVERY

Determine your likes, dislikes, strengths, and weaknesses.
It Starts With You & Your Supervisor: Expectations

**Position Description**
- Review your position description
- Understand objectives and deliverables
- Be upfront about career goals

**Learning Contract**
- Create a formal or informal agreement with your supervisor

**Standard For Feedback**
- Practice giving and receiving feedback

Day One
Be New!
DURING
Your Internship!
“EXTENDED INTERVIEW”
Write your resume

BE A SPONGE
Find a mentor
Makes connections (Professionals & Other Interns)

BECOME AN EXPERT
Go the extra mile
ENDING Your Internship!
End with a bang!!! Well kinda...

- Exit Interview
- Thank You Notes
- Get A Letter of Recommendation
AFTER
Your Internship!

• Keep In Touch

• Reflect & Reevaluate

• WINternships & Show Off Your Internship
How to: Reflect

ACADEMIC
To what degree was I academically prepared for my experience?
What areas do I need to refocus on in order to be better prepared for my next experience?

PROFESSIONAL
How do I talk about an internship I didn’t like?
Is this something I would like to pursue further?

SELF-DISCOVERY
To what extent did I enjoy my experience?
What particular aspects did I enjoy or not enjoy?
Unpleasant Experiences

55% of Americans work in “unpleasant and potentially hazardous” environments
- 2015 Harvard/UCLA/RAND Corporation Study


Environment Supervisory Style Tasks/Responsibilities People Ethics
BE SO GOOD THEY CAN’T IGNORE YOU.

—STEVE MARTIN
Questions?

THANK YOU
Come Visit Us

Hours:
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm