

# Maximizing Your Internship Experience

Careers.ucr.edu  
(951) 827-3631

CONNECT. INSPIRE. EMPOWER.



# 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**

# What You'll Learn Today

At the end of this workshop, you will be able to...



---

Explain why internships are important



---

Reflect on your preparedness and set expectations



---

Evaluate the impact of your internship on your career





# NACE CAREER READINESS COMPETENCIES



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*





# Why are internships important?

# Why you may want to maximize your internship

**68%**

Interns offered full-time employment

**66%**

Interns converted to full-time employee

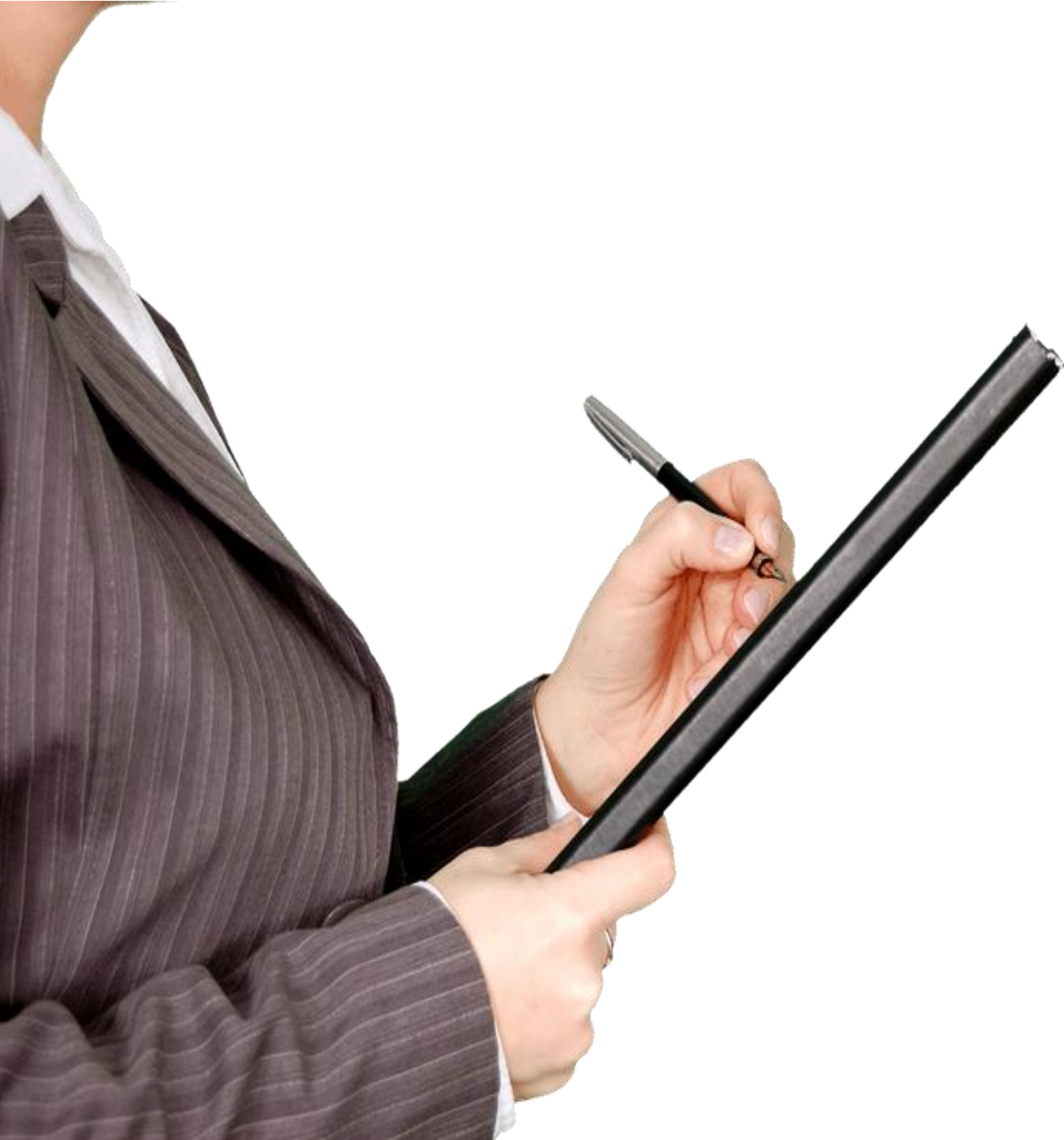
**5x**

Interns were 5x more likely to accept a full-time offer if they were satisfied with their internship experience

**NOTE: Among employers who held an internship during the summer of 2020, approximately 72% did so virtually. Overall, most reported that the quality of their cohort's work performance did not suffer but was consistent between in-person and virtual experiences.**



# Day one of your internship



# Set your intentions

## **Academic**

What do you want to learn?  
Opportunities for research?  
Do you need further education?

## **Professional**

What skills do you want to develop?  
How can you build your network?

## **Self-Discovery**

What parts of the internship do you enjoy? Not enjoy?  
What are you good at?  
Where could you improve?



# Setting expectations

It starts on day one!



---

## Position Description

Review the responsibilities

Understand objectives and deliverables

Be upfront about career goals



---

## Learning Contract/198-i form

Create a formal or informal agreement with your supervisor



---

## Standard for Feedback

Establish check-ins with your supervisor

Ask how you will be evaluated

Determine how your supervisor would like to receive feedback



# During your internship

# During the internship

## Extended Interview

---

Track your tasks

Update your resume

## Be a Sponge

---

Find a mentor

Make connections (interns and professionals!)

## Become an Expert

---

Go the extra mile

## Plug In

---

Employee Resource Groups

Carpool

Intramural Sports

# During the internship



## How to Make Small Talk

1. Ask Open-Ended Questions
2. Practice Active Listening
3. Avoid Using Your Phone as an Escape
4. Show Your Enthusiasm

## How to Connect with Colleagues

- **Authenticity** – understand your colleagues' personalities and backgrounds
- **Common Cause** – having something in common makes it easier to develop and maintain rapport
- **Consistency** – predictability can help make stronger bonds when both people can rely on each other
- **Reciprocity** – beneficial to both parties & more likely to continue the bond



# Ending your internship

# Leave a lasting impression!



---

**Exit Interview**



---

**Thank You Notes**



---

**Ask for references**



# After your internship

# After your internship



---

**Keep in touch**  
Follow up regularly to  
maintain your network



---

**Update your documents**  
Resume  
  
LinkedIn  
  
Handshake



---

**Leave a review**  
Let other students know  
about your experience





# How to: Reflect

## **Academic**

To what degree was I academically prepared?  
Do I need to refocus on some areas 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? Not enjoy?

# UC RIVERSIDE | Career Network



Jennifer

Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

## MENTORING

Matching process that connects current students with alumni or alumni with one another.

## JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

## NETWORKING

Discussion boards to meet and network with others who have similar career questions.

**REGISTER AT [CAREERNETWORK.UCR.EDU](https://careernetwork.ucr.edu)**



**Questions?**

**Location:** We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

**Hours:**

Mon. - Fri. 8 am to 5 pm

*Individual counseling appointments available*

*Schedule on Handshake*

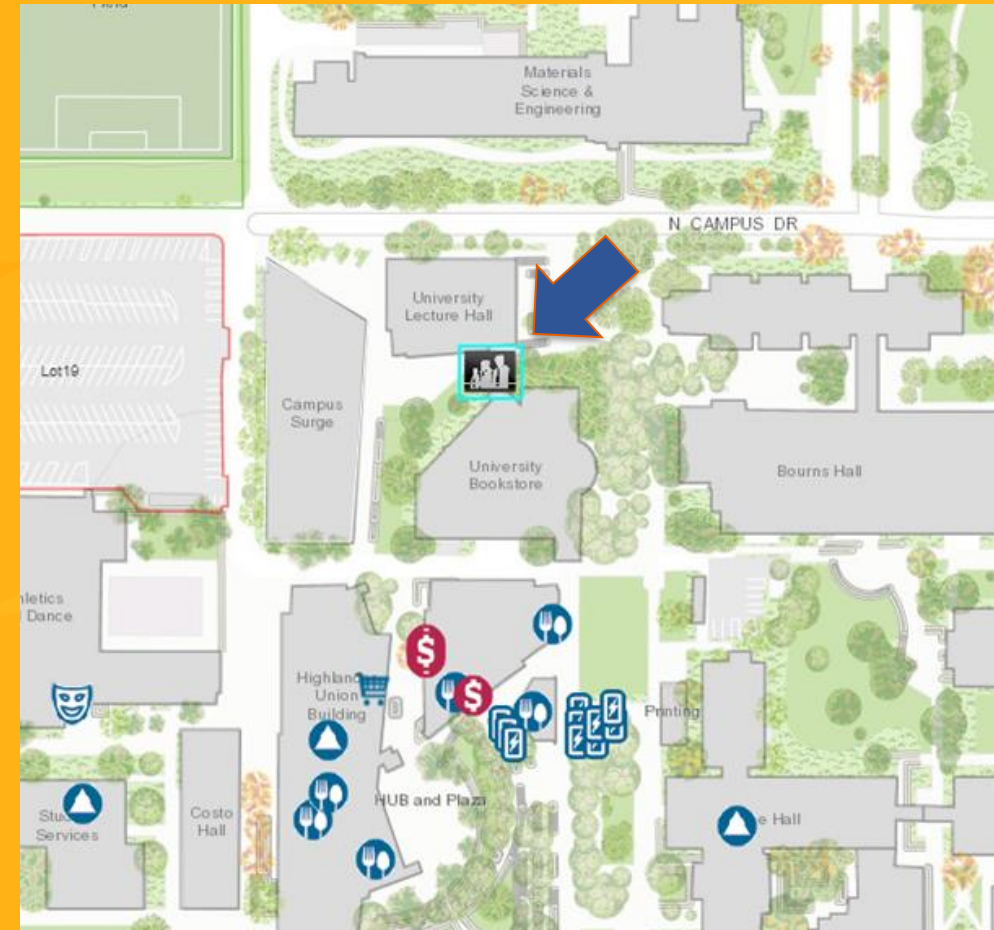
**Drop-in Hours:**

Mon. - Fri. (days & times vary)

*View drop-in schedule on our website <https://careers.ucr.edu/>*



## Career Center



careers.ucr.edu • (951) 827-3631



#HireHighlanders • #UCRCareerReady

*Connect with us!*



**UC RIVERSIDE** | Career Center

**#UCRCareerReady**

**#UCRCareerCenter**

**#HireHighlanders**

**Connect. Inspire. Empower**