

Maximizing Your Internship Experience

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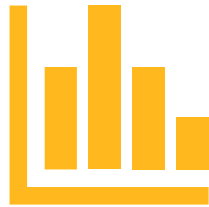
Agenda

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

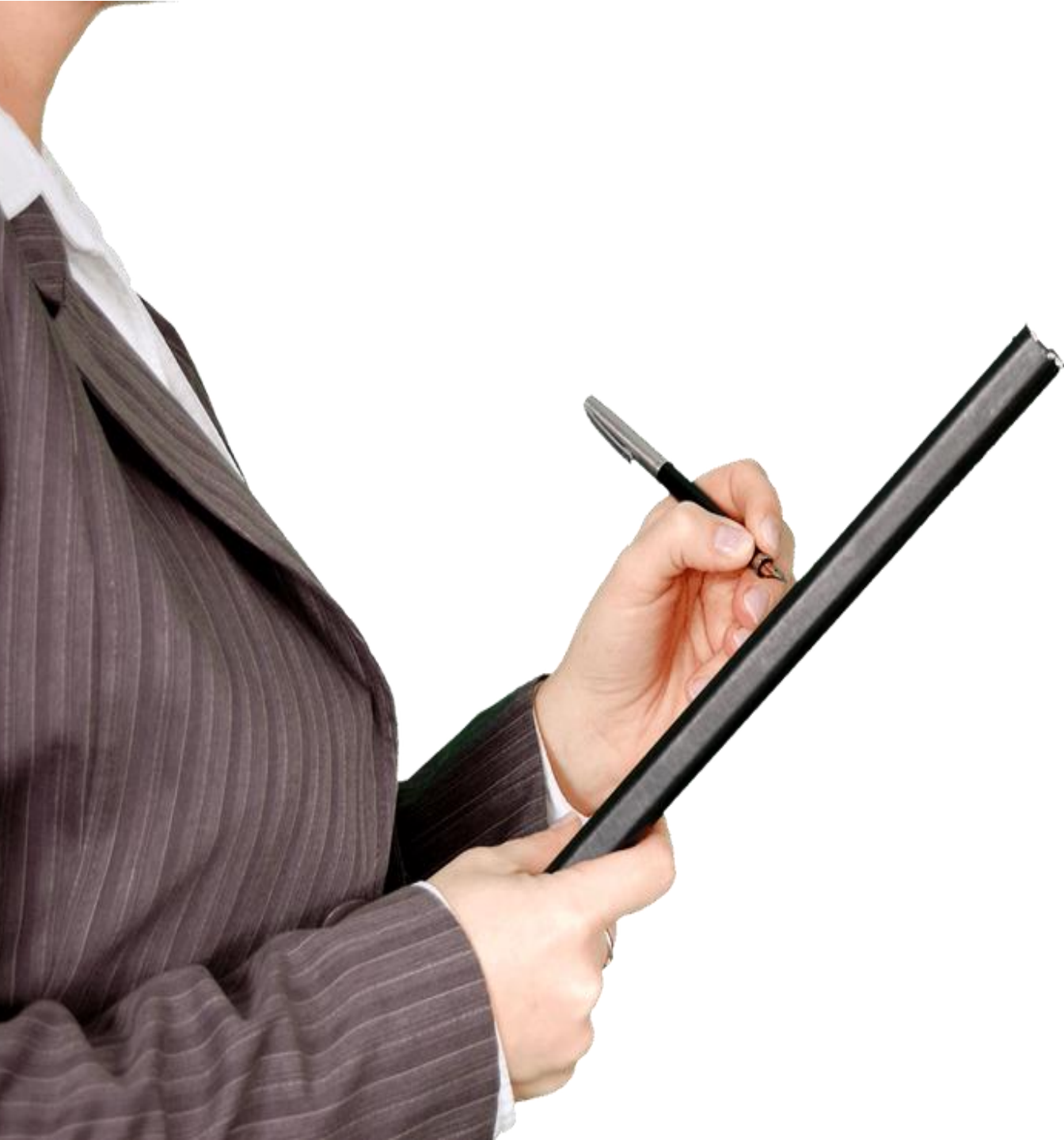
5x

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



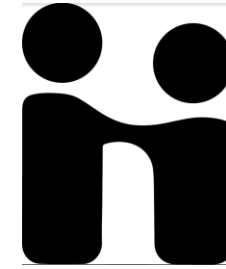
Keep in touch

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?



Questions?

location

ENTRANCE IS BETWEEN UNIVERSITY LECTURE HALL
AND SKYE HALL, UNDERNEATH THE UCR BOOKSTORE

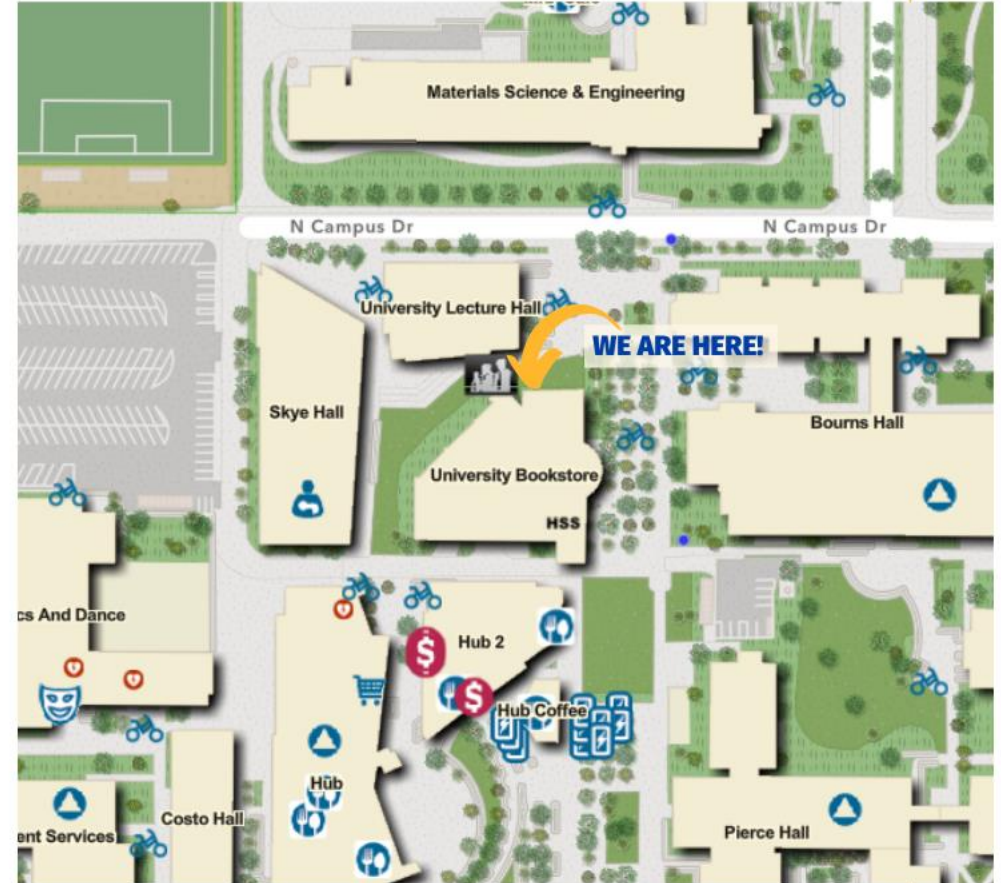
hours

MONDAY - FRIDAY: 8 AM TO 5 PM
EXCEPT WEDNESDAY: 9 AM TO 5 PM



drop-in hours

SPECIFIC TIMES ARE LOCATED ON WEBSITE HOME PAGE
(SCROLL DOWN TO SEE)



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