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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

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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**



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE®

CAREER READINESS COMPETENCIES

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



EQUITY & INCLUSION



LEADERSHIP



CAREER AND SELF-DEVELOPMENT



TECHNOLOGY



Why are internships important?

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These are the factors that the employers value the most (based on percentages)! GPA is not even on top 10!



NACE (National Association of Colleges and Employers) 2026 Job Outlook Report



Day One of Your Internship

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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

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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



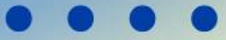
How to Connect with Colleagues

- **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

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Leave a Lasting Impression!



Exit Interview



Thank You Notes



Ask for references



After your Internship

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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?

ENROLL IN EXCEL + NOW!

Start anytime during your undergrad degree, **go at your own pace**, and **earn recognition** for the valuable career readiness skills you're already building on campus.

- Pick your Competency

IE: Career and Self Development, Technological Literacy, and MORE!

- Upload and Track Progress
- Earn Competency Badges
- Highlight Your Skills to Employers

Students enrolled by 10/31 will be entered into raffle to win a \$25 UCR dinning gift card.



Excel.ucr.edu

location

ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

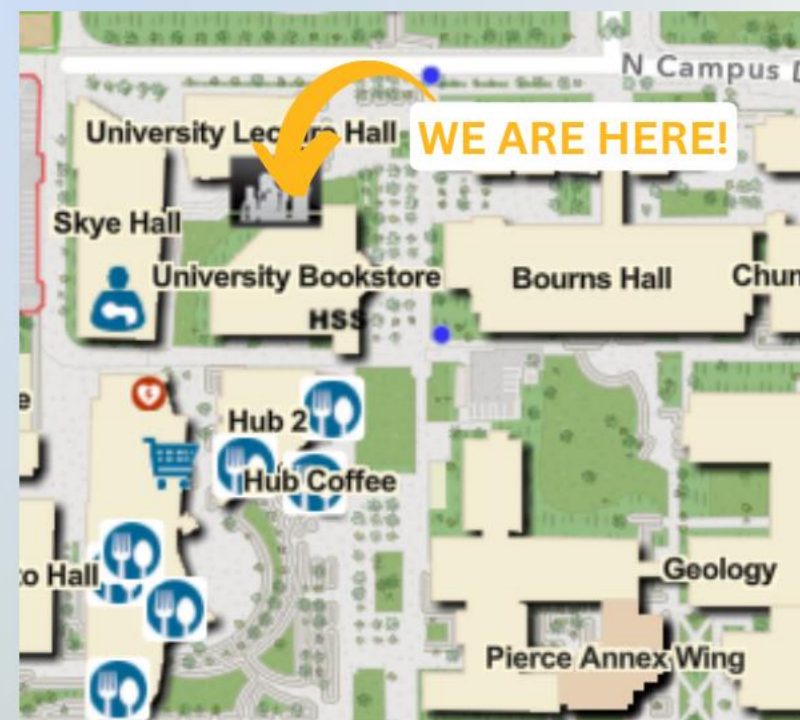
hours

8 AM - 5 PM MONDAY-FRIDAY

website home



drop in hours



connect with us!



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QUESTIONS

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Post-Workshop Survey

