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
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.

NACE 2021 Internship & Co-Op Survey Report
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

Indeed, 2023
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 extend did I enjoy my experience? What particular aspects did I enjoy? Not enjoy?
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
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/](https://careers.ucr.edu/)*