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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...



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**Explain why internships  
are important**



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**Reflect on your  
preparedness and set  
expectations**



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**Evaluate the impact of  
your internship on your  
career**



COMMUNICATION



PROFESSIONALISM



CRITICAL THINKING



TEAM WORK



NACE<sup>®</sup>

## 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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# 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

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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!



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## Position Description

- Review the responsibilities
- Understand objectives and deliverables
- Be upfront about career goals



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## Learning Contract/198-i form

- Create a formal or informal agreement with your supervisor



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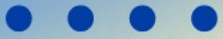
## Standard for Feedback

- 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

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Track your tasks

Update your resume

## Be a Sponge

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Find a mentor

Make connections  
(interns and professionals!)

## Become an Expert

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Go the extra mile

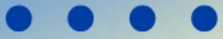
## Plug In

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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



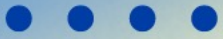
## How to Connect with Colleagues

- **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!



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**Exit Interview**



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**Thank You Notes**



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**Ask for references**



# After your Internship

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# After your Internship



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## Keep in touch

Follow up regularly to maintain your network



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## Update your documents

Resume  
LinkedIn  
Handshake



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## 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

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# location

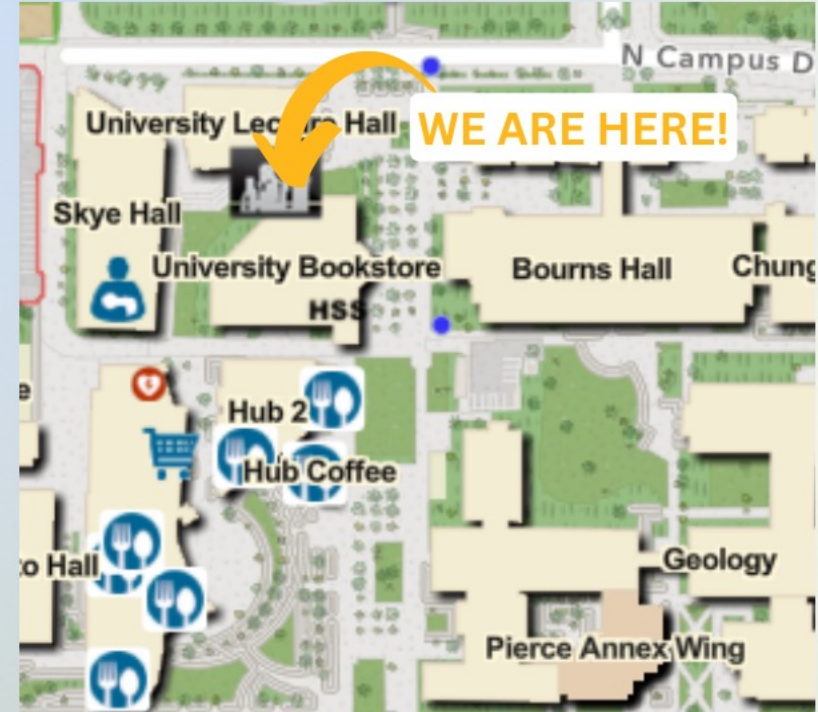
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

# hours

8 AM - 5 PM MONDAY-FRIDAY

*website home*

*drop in hours*



connect with us!



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