



# How to Prepare for your Internship

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**CAREER SERVICES**

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# How to Prepare for Your Internship

## Goals and Objectives



- How to Report your Internship Offers & Acceptance
- Process for Registering for Academic Course Credit
- Etiquette of an Office Environment (Dos & Don'ts)
- How to Network Effectively
- Internship Agreement/Contract (Goals & Objectives)
- Tips on How to Get A Full-Time Job Offer
- How to Give and Receive Feedback
- Learn How to Communicate with Your Supervisor
- How to Prepare, First Day of Work

# How to Report Your Internship Acceptance



- You've Secured the Internship – Now What?
- Contact Career Services Internship Program Coordinator
- Contact your Internship Coordinator or Academic Advisor within your Academic Department
- Enter your Internship Placement information in Trojans4Hire

# Process of Registering for Academic Course Credit



- Consult with your Academic Department to Determine if you Meet the Requirements to Register for Academic Course Credit
- Accept the Internship upon Approval of your Academic Advisor
- Complete all Logistics in Advance of Starting Your Internship

# How to Prepare for the First Day of Your Internship



- Company Address
- Transportation
- Parking
- Where to Meet
- Company Dress Code

# What to Do and Bring on the First Day



- Arrive on Time for Work (Always be Punctual)
- Greet Everyone and Smile
- Driver's License
- Social Security Card
- Blue or Black Pen and Notepad
- Snack Bag
- Money for Lunch
- Folder
- Laptop or Ipad

# What to Expect on the First Day



- Internship Orientation
- Information on Company Policies and Procedures
- Intern Tasks
- Intern Events
- Advice on How to Make the Most of Your Internship
- Brief Overview and Questions
- Discussion of Internship Assignment/Learning Agreement/Contract
- Then Right to Work

# Office Etiquette (Dos & Don'ts)



- **Phone Etiquette**

- ✓ Always be Professional
- ✓ Cell Phones (keep on silent – not vibrate)

- **Social Media Etiquette**

- ✓ Do not engage in Social Networking during Your Workday

- **Office Etiquette**

- ✓ Always be Professional in your Demeanor
- ✓ Refrain from Office Gossip

# How To Network Effectively



## What is Networking?

- Developing beneficial relationships or “contacts”
- Building partnerships that support you while you map out your career goals
- Sharing information
- Ongoing and reciprocal in nature
- A two-way street

## What it Isn't:

- A process of making cold-calls
- Asking for a job

# How to Network Effectively



- Before contacting anyone, decide on what kind of information or assistance you would like:
- Information on a career
- Referrals to specific job openings
- Advice on the best strategies to break into a career
- Help with exploring new career options

# How to Network Effectively



- Make Contact (relatives, friends, neighbors, former high school & college classmates, alumni & faculty, current & former co-workers & supervisors)
- Do your Research on the company or organization
- Make contact & give information about yourself
- Schedule an Informational Interview
- Develop contacts for future reference (ask for business cards)
- Send a Thank-you Note or Email
- Always Reciprocate

# Qualities Employers Look For in an Intern



## Positive Traits

- Individual who...
- Will ask questions
- Who follows directions well
- Who displays enthusiasm
- Actively look for things to do
- Follows rules and regulations
- Socializes appropriately with staff
- Exhibits punctuality and dependability
- Checks out all projects with Intern Supervisor

# Getting the Most out of Your Internship



## Meet with Intern Supervisor

- Be specific and able to articulate what you hope to accomplish, what you hope to learn, and how you wish to be enriched by your experience
- Obtain a Learning Contract/Agreement that spells out your internship goals and appropriate activities
- Build contacts for a future job search

# Making the Most of Your Internship Experience



- Constantly evaluate & re-evaluate your own performance (Average Intern or Stand-Out Intern?)
- Be the first to volunteer (shows initiative)
- Find work for yourself
- Take notes, listen to everything, then ask questions
- Keep all company information private
- Watch your actions
- Write out your accomplishments & keep track of all tasks performed
- Two weeks before internship ends, ask for recommendation letter
- Stay in touch & connected

# Communication Rules for Interns



- Establish a Good Rapport with your Site Supervisor or Internship Program Coordinator
- Don't be Afraid to Ask Questions
- Develop Strong Interpersonal skills

# Check-off Sheet



- A copy of the Job Description
- Enter your Internship Placement information in Trojans4Hire
- Letter of Acceptance or Email from Employer
- Write your Internship Goals & Objectives
- Keep Journal or Weekly Report
- Complete a Student Intern Evaluation
- Receive a copy of Final Work Performance
- Write an Internship Final Report or Reflection Paper

# Assessment & your Success Story



- Ask for a copy of your Final Performance Evaluation
- Keep any certificates or achievements received for your Portfolio
- Send your Success Story to VSU Career Services
- Serve as a Goodwill Ambassador for your Intern Employer
- Share your experience upon return to VSU with other students, faculty & staff
- Enhance your resume by adding your experience