THE INTERNSHIP HANDBOOK

Your Guide to the Internship Process

LU Career Center

LUONLINE

2011-2012

LUINTERNSHIPS@LIBERTY.EDU
FAQs

What is an internship?
An internship is a work experience that provides you with the opportunity to apply the theory of the classroom in the “real world.” Internships may either be academic (for credit) or non-academic (non-credit).

What is an academic internship?
An academic internship is an upper level course in a student’s major where they receive “real world” experience in their chosen field and there is an intentional learning agenda structured into the experience. Students must pass course internship prerequisites in order to be eligible for an academic internship.

What are the benefits of an internship?
Internships give students a competitive edge. Through internships students can:
- Investigate career interests and clarify career goals.
- Strengthen their resume with professional experience.
- Develop specific skills and knowledge related to their career field
- Develop professional contacts
- Learn directly from experiences professionals.
- Understand fields they may NOT want to explore professionally

Do I HAVE to register an internship for credit?
Students may complete internships without receiving credit for that experience. However, there are some departments that do require students to complete an internship for credit as part of their course work that they must complete for graduation. Students can find out if their major requires the completion of an internship for credit by contacting their department, Professional Advisor, or the Career Center via phone or email.

Do any majors require internships as part of their course of study?
Yes. Check the Degree Completion Plan for your major/program to see if a 499 (internship course number) course is listed in the required set of courses.

How many credits can I do an internship for?
Internships can be from 1 – 6 credits. It is simply a matter of how many hours you would like to work.
Can I do more than one internship?
Yes, as long as your total number of credits does not go over 6 within your major.

Can I do my internship at more than one site for the experience or because I cannot get enough hours at one site?
Yes. Most departments will allow you to complete your internship hours at more than one site during the semester. The hours required to complete an internship are set by the academic departments; however, the student must complete all hours during the semester the student is registered. Students should consult with their FIA to make sure they are allowed to complete their internship at more than one site.

Can I get paid for my internship?
Yes, you can! Internships may be paid or unpaid (determined by the employer).

When can I do my internship? / Are there any restrictions on who can do an academic internship?
The University requires that students interested in registering their internship for credit be a rising junior, have declared their major, have 21 credits in their major and have a 2.0 GPA (minimum).
Each academic department may have their own additional requirements (ex. Senior Status is needed for PSYC). Consult with the Faculty Intern Advisor from your department to inquire as to what your department requires or contact your LU online Advisor, or internships@liberty.edu.

What is a Faculty Internship Advisor?
The Faculty Intern Advisor (FIA) is responsible for communicating the internship standards and guidelines of the department to the student. FIAs offer students suggested sites to consider and ways to maximize the benefits of the experience. They also provide guidelines for searching reasonable and acceptable internship sites according to the student’s major, and FIAs give final approval for internship sites. Internships should provide opportunities that enable students to progress towards achieving and implementing the Academic Department’s Learning Outcomes.

Once a student has found a site and has a job description for what they will be doing at their internship, the FIA should give guidance to the student in identifying three learning objectives that the student is to accomplish during the internship. The FIA will provide students with appropriate syllabus, log sheets, and any other necessary forms. During the internship the FIA will ensure that students and internship site supervisors meet their commitments to each other.
Who is my FACULTY INTERN ADVISOR?

<table>
<thead>
<tr>
<th>Major</th>
<th>Faculty Intern Advisor</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT</td>
<td>Prof. Greg Halford</td>
<td>434-582-2483</td>
<td><a href="mailto:shalford@liberty.edu">shalford@liberty.edu</a></td>
</tr>
<tr>
<td>BUSI</td>
<td>Prof. Greg Halford</td>
<td>434-582-2483</td>
<td><a href="mailto:shalford@liberty.edu">shalford@liberty.edu</a></td>
</tr>
<tr>
<td>CJUS</td>
<td>Assoc. Dean Ron Miller</td>
<td>434-592-4662</td>
<td><a href="mailto:Rmiller124@liberty.edu">Rmiller124@liberty.edu</a></td>
</tr>
<tr>
<td>PSYC</td>
<td>Dr. Marilyn Gadomski</td>
<td>434-592-4035</td>
<td><a href="mailto:Psyc499intern@liberty.edu">Psyc499intern@liberty.edu</a></td>
</tr>
</tbody>
</table>

I want to find an internship, where do I start?
1. Psyc Majors: Please see the Internship Program link – (http://www.liberty.edu/index.cfm?PID=6971) on the Psychology website for more information.
2. Although paperwork for internship finalization is not available to students until they have registered, there are many things you CAN start doing before that time. The Career Center suggests the following Internship Preparation Checklist:
   a. Assess Career Interests – not all majors are limited to a singular career path. Note which careers interest you and start thinking about internship opportunities in that field. Even if your internship turns out to be a less-than-desirable experience, you would then know to search out a different career path!
   b. Start Networking in that Career Field – find everyone you know in that field and start positioning yourself and inquiring about entry level positions or internship opportunities.
   c. Prepare a Cover Letter, Resume, and other materials needed to apply for these positions. You can also email your resume to careers@liberty.edu for review.

Who can tell me if my internship site is ok?
In order to maintain the academic integrity of the internship, Faculty Intern Advisors from each department will oversee all internships for credit and will advise students whether or not their site fits within the academic requirements of their department.

How do I know what is expected of me and my site during my internship?
The Faculty Intern Advisor will provide students with a syllabus for the course and inform the student of all projects and assignments that are required. All assignments must be submitted to the Faculty Intern Advisor. The Faculty Intern Advisor will assign a grade upon completion of the internship.

When should I begin planning for an internship?
Students should begin at least the semester BEFORE they plan on doing the internship. For some internships, particularly those with the government and large companies, students will need to start the process at least a year in advance.
Where and how should I start the process?
Students should be planning with their Professional Advisor when would be the best time for them to complete their internship. The semester before the student plans on doing their internship they should talk with their Faculty Intern Advisor, the Career Center, or an LU Online Advisor if they have questions.

What should I consider in coming to a decision about timing and whether to undertake an academic internship?
When planning an internship, students need to consider what other commitments they have. Students must choose a time when they can commit to the work schedule set by the employer. Students should also consider what they want to accomplish with their internship.

Are there any special requirements or procedures to follow for an academic internship?
Yes. If students want to register their internship for credit they must start the process the semester before they begin their internship by doing the following:

1. Register for your 499 Internship course – when the term opens in which you would like to take your internship, please contact an LU Online Academic Advisor at 1-800-424-9595 to register for the course. You will not be able to sign up for the course until registration opens for that term, BUT PLEASE START YOUR CAREER EXPLORATION EARLY!

2. Receive a Follow-up E-mail – After the Pre-requisite form from your LU Online Advisor is sent to the Career Center, a follow-up e-mail will be sent to you with the final paperwork to register your course. If you do not receive an email, please contact the Career Center office at (434) 592-5588

3. Complete your Student Internship Agreement form and return it to the Career Center – you will receive this in the e-mail described in #2. This form must be submitted in completion BEFORE the internship term begins. Note, if you do not complete this final step, your internship registration will be dropped and you will have to start again from the beginning in the following or subsequent internship term. **This paperwork must be completed and turned in the semester before you do your internship.**

   Submit forms via the following ways:
   1. E-mail: LUInternships@liberty.edu
   2. Fax: (434) 582-2791
   3. Mail: Liberty University Career Center | 1971 University Blvd. | Lynchburg, VA 24502

Can I receive credit for an internship after I have completed the internship?
No. Students wishing to receive credit for an internship must register for the internship the semester before they do the internship.
Can I register an academic internship more than one semester?
Yes. Students can register for an internship (499) more than one semester. However, students are limited to 6 credits total of internship credit. The University does allow in a few special cases for students in certain majors and for students in special circumstances to exceed the 6 credit limit. If you want to register for more than 6 credits students need to email the Career Center at LUOinternships@liberty.edu for more information. Approved circumstances are rare.

How do I locate potential employers?
Students should use all the resources available to them to find the best internship possible. This includes networking, talking with friends and family, consulting faculty members, and of course the Career Center. Start with who and what you know - your current job, business contacts/relationships, church, local companies, schools, etc. The Career Center can also provide students with a list of organizations where Liberty students have completed an internship in the past to help with the types of locations at which you can work.

How should I contact them?
Usually employers require students to submit a cover letter and resume along with any other internship application requirements from the employer.

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Major/Course</th>
<th>Required</th>
<th>Status</th>
<th>Minimum GPA</th>
<th>Credit/Hours</th>
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<tr>
<td>ACCT 499</td>
<td>No</td>
<td>Sr</td>
<td>2.5</td>
<td>3/180</td>
</tr>
<tr>
<td>BUSI 499</td>
<td>No</td>
<td>Jr/Sr</td>
<td>2.5</td>
<td>3/180</td>
</tr>
<tr>
<td>CJUS 499</td>
<td>No</td>
<td>Jr/Sr</td>
<td>2.5</td>
<td>3/200</td>
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<tr>
<td>PSYC 499</td>
<td>Yes</td>
<td>Sr</td>
<td>2.0</td>
<td>3/125</td>
</tr>
</tbody>
</table>

**ACCT 499 Prerequisites**
- 2.5 GPA or above
- Junior status or higher
- Declared Accounting Major or Minor
- 15 credits in major

**BUSI 499 Prerequisites**
- 2.5 GPA or above
- Junior status or higher
- Declared BUSI Major or Minor
- 15 credits in major

**CJUS 499 Prerequisites**
- 2.5 GPA or above
- Junior status or higher
- Declared CJUS Major or minor
- 21 credits in major

**PSYC 499 Prerequisites**
- 2.0 GPA or above
- Senior status
- 21 credits in major
Professional Development Tools for Intern Preparation

Ask Yourself...

*What is my ideal work preference or environment?*

In this exercise, you should be able to identify where you can apply your interests, talents, and abilities in the workforce. You will also be able to establish those areas of work that are not appealing to you. Brainstorm for a few minutes thinking about all the different work sites where you may apply the tools of the trade you are developing as a student.

PEOPLE: Include professions or personality types which may or may not appeal to you; PLACES: Include different geographic locations as well as indoor/outdoor, industry/business/community, or city/rural. You may also include offices, deskwork, travel, etc.; THINGS: Include the many different types of jobs and activities that you enjoy doing. These can be course related, activities of personal interest, skills, talents, and traits. Now document your answers from the chart in the spaces below to establish your ideal job.

<table>
<thead>
<tr>
<th></th>
<th>PEOPLE</th>
<th>PLACES</th>
<th>THINGS</th>
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<tbody>
<tr>
<td>WILL DO!</td>
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<tr>
<td>WON'T DO!</td>
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</table>

I will enjoy a job that involves the following people, places, and things:
I may not be suited for a job that involves the following people, places, and things:

Now, document your course of study and consider the correlations and conflicts of the people, places and things that you have identified as they relate to your chosen profession:

Course of Study:

Personal Correlations:

Conflicts:

*Where do your preferences, environment, field of study, and requirements intersect? Follow up: find a new way to apply your degree in a field of study you may not have anticipated. Use this exercise to brainstorm.*

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**NETWORKING**

**Definition**

Networking is simply talking to people and developing personal relationships. These individuals become a team of advisors who can assist you whenever you are involved in a career decision and/or transition.

- Networking begins with a positive mindset
- It is an information seeking conversation
- It must be low-key but intentional
- It is mutual and reciprocal

**Construct a two minute introduction to use in networking**

Begin by developing an answer to the most frequently asked question in any job discussion or interview. “Tell me a little about yourself?” The “Two Minute Introduction,” is a simple method for constructing an answer to the number one interview or networking question.

- Begin by spending 30 seconds describing your personal background. For instance, “I was born in Geneva, New York and grew up in a family of 3 children. And.....”
- Spend 60 seconds talking about your education, career interests, and previous experience. For instance, “I went to high school in Romulus, New York and graduated near the top of my class. Currently, I am attending Liberty University where I am majoring in government. My previous experience includes volunteer work as a....”
- Use the last 30 seconds to talk about your career goal, and what you would like to do in an internship experience.
Here are some networking rules to help you get started

- Figure out your comfort zone for networking. For instance, are you better talking to people face to face or over the telephone?
- Decide whom you should network with to find internship opportunities. You should consider friends, faculty, business contacts, and others who understand your area of interests and expertise.
- Try to have at least 25 conversations. Remember that every conversation can lead you to someone else you should contact.
- Networking conversations can take place in someone’s office, over the telephone, at lunch, in a class, at the gym, etc.
- Seek advice. Ask open ended questions like, “What organizations do you think might offer someone with my background a good internship experience?”
- Listen carefully and follow up on all leads.

**INFORMATIONAL INTERVIEWING**

How can an informational interview help me?
Informational interviews give you an opportunity to gather first-hand information about career fields you are considering and to expand your network of professional contacts. They are especially helpful for students who have:
- Researched careers and are now ready to meet professionals in the field. In an informational interview, you will get frank advice about a profession or an industry and subtle signals about work environments that you will never read in a book.
- Selecting a career field and beginning a job search. In an informational interview, you can get valuable advice about entering and advancing in a field, as well as ideas for locating contacts or job leads within the profession.

Where can I find someone to interview?
You can locate someone to interview through family and friends, professors and academic advisors, professional organizations, or even the Yellow Pages. You do not need to know the individual to ask for an informational interview.

How do I initiate contact?
Contact the person by phone, introduce yourself as a college student, and explain your interest in his or her career field. Although most informational interviews take the form of a 20 or 30 minute meeting during the workday, you can also request a telephone interview (if the person does not live nearby) or an observational visit that lasts a few hours or a full day. Some organizations refer to this as job shadowing or an externship.

How do I prepare?
Informational interviewing should not be a starting point for your career research. It should supplement what you have already learned.

What questions should I ask?
In preparation for your meeting, develop a list of topics to discuss. Informational interview questions typically fall into several different categories, which are listed below.

**What should I do during the interview?**
Be sure to dress appropriately; if you have questions about the standard dress for the occupation; feel free to ask when you arrange the interview. Arrive early and don’t forget your list of questions. During the interview, listen carefully; the interviewee may answer one of the questions you have planned to ask later on. Observe the work environment, the people who work there, and their daily routine. Feel free to take notes; ask for a business card before you leave.

**What happens after the interview?**
Always send a thank you letter within a few days of the interview. Thank you letters are more than polite protocol. They are essential for maintaining contact with people who have assisted you. Gently remind interviewees who you are and when you met. Thank them for their time and mention aspects of the interview that were particularly helpful. Remember, they can continue to serve as resources throughout your career. Be sure to show them the respect they deserve.

### Sample Questions

**Occupational requirements and experience**
- How did you get started in this field? Is this typical for most people?
- Describe a typical week. Would these duties be the same for anyone with your job title? What skills and personal qualities are most important for success in this job?

**Occupational Environment**
- How would you describe the professional climate in your office? In your industry?
- What portions of your job involve interaction with co-workers, clients, or vendors?
- How much evening, weekend or overtime work is required? What about traveling?

**Benefits and Challenges**
- What are the greatest rewards of your work?
- What are the greatest frustrations? How do you deal with them?
- On what basis are professional in your field evaluated? How is success measure?
- What is the starting salary range for new professionals in this field? (Do not ask for their salary)

**Occupational Outlook**
- What are the opportunities for advancement in this field? Could you describe a typical promotion path?
- What are some growth areas in this field and what impact is that likely to have in job opportunities?
- How is the field likely to be affected by changes in technology?

**Advice**
- What kinds of education or specialized training would best prepare me to do this kind of work?
- What classes can I take or projects can I complete that will also be helpful?
• Are there any professional organizations that would help me to build my network in this field? How do people find out about job openings in your line of work?
• Where do people in this field typically look for internships and job opportunities?
• Can you recommend other people for me to talk to?

**THE INTERVIEW**

What is the purpose of an interview?

For Employers:
- To determine if your education and experience are a good match with the specific job responsibilities.
- To determine if you will “fit into” the organizational environment.

For the Applicant:
- To have an opportunity to emphasize your abilities and interest in the job.
- To learn more about the job and the organization to decide if you will be happy working there.

Types of Interviews
- Informational Interview – set up by the interviewee to learn more information about the company or the career.
- Screening Interview – designed to eliminate less suitable candidates.
- Stress Interview – create situations to see how you might handle job related stress.
- Series Interview – consecutive interviews with different people from the same company
- Group Interview – involves interviewing several candidates at the same time.
- Board Interview – interview conducted by two or more employer representatives at the same time.
- Behavioral Interview – asks questions which determine how you handle challenges.

Preparing for the Interview
- Arrive fifteen minutes early
- Dress appropriately
- Bring necessary information; recommended items:
  - Extra copies of your resume
  - Briefcase
  - Reference list with 3-5 individuals
  - Purse or wallet
  - Good quality pen and/or pencil
  - Leather bonded portfolio/notebook
Work samples that demonstrate skills and abilities

- Have directions to the interview; understand needed park and travel time.
- Know the name and title of the person you are meeting; get the interviewer’s business card.
- Research the company and position; understand what qualities the employer requires.
- Practice answering questions; be prepared for personal or inappropriate questions.
- Prepare questions to ask the interviewer
- Send follow-up thank-you letter within 24 hours of the interview

During the Interview

- Greet the employer with a firm handshake and refer to the interviewer by name.
- Watch your non-verbal communication. Maintain good eye contact and smile appropriately.
- Be alert and attentive. Show enthusiasm for the position and company.
- If you do not understand the question, ask for clarification. Answer the question asked.
- Emphasize your strong points, showing a match between yourself and the position.
- Know your resume and be able to discuss every aspect.
- Be prepared to answer tough questions.
- Never criticize a former employer, teacher, colleague or school.
- Follow the interviewer’s lead. Do not be uncomfortable with periods of silence.
- Watch your grammar. Avoid use of non sentences: um, uh, ya know, yeah, etc.).
- Avoid discussing salary or benefits during the first interview unless a job offer is made.

### Appropriate Dress

- Generally, conservative and professional dress is the key.
- In most cases professional dress is defined as:

  **Women:**
  - Navy, black or charcoal suit
  - White or solid colored blouse
  - Polished shoes with low heels
  - Neutral skin tone pantyhose
  - Simple jewelry and make-up
  - Little or no perfume

  **Men:**
  - Navy, black or charcoal suit
  - White shirt preferred
  - Solid or striped tie
  - Polished black or brown shoes
  - Socks and belt to match suit
  - Watch or wedding band

### Interview Knockout Factors
- Not prepared for the interview; no research has been conducted on the employer.
• Unable to express self and ideas clearly; poor communication skills.
• Poorly defined career goals; little or no sense of direction.
• Lack of enthusiasm.
• Unprofessionally or inappropriately dressed
• No real interest in the employer
• Asks too few or poor questions about the job or employer
• Poor match for position and organization
• Unhappy personality; disliked former jobs, supervisors, school, or activities
• Makes excuses during the interview; evasive
• Only interested in the best dollar offer
• Lack of confidence or poise – fails to look the interviewer in the eye; weak handshake
• Unwilling to relocate
• Unrealistic expectations
• Did not market self well in the interview

**Frequently Asked Questions by Employers:**

**Question: Tell me about yourself!**
**Answer:** Be careful not to ramble. Spend about 2 or 3 minutes telling the interviewer where you are from, your educational background, why you chose your major and what you might like to do with the skills you have developed in your field of study.

**Question: What type of work do you want to pursue with your major?**
**Answer:** This is where you really need to identify the job you want to do. Don’t be vague. Tell the interviewer specifically what you feel you can contribute to the organization. The interviewer will then decide just exactly where he can fit you into his organization.

**Question: Can you tell us about your strengths?**
**Answer:** Discuss 3 of your greatest strengths and personal attributes. You should include details like “I work well with details.” or “I think I am flexible.” Also, be sure and indicate strengths that relate to the position for which you are being interviewed.

**Question: Do you have any weaknesses?**
**Answer:** Surprisingly enough, sometimes we can be our worst enemy where weaknesses are concerned. Most of the time, what we see as a weakness might be strength from another’s perspective. For this reason, only mention one weakness. Example: “Well, sometimes I really have trouble drawing closure to a project. I want to keep working on it until I feel it is close to perfect!”

**Question: What do you consider your greatest accomplishment?**
**Answer:** Try to keep your answer simple. Respond with an event or accomplishment that helped you get where you are today. Include details that may have shaped your personality or character. Remember that a small accomplishment to you may seem like a major milestone from another’s perspective.

**Questions: What job-related skills can you contribute to our company?**
**Answer:** Remember to focus on the job description and the position for which you are interviewing. Include technology as well as basic skills and personal attributes.

**Question: Why did you choose our organization for your internship experience?**
**Answer:** Explain that you are interested in a particular function of the organization and that you feel an internship with the company will give you excellent experience in your chosen major.

**Question:** What classes in your major do you like best? Least? Why?

**Answer:** Be careful here. Choose a class in which you have excelled and one that has contributed to your career development. Be careful not to indicate a class that may disclose an academic weakness that may be job related. Remember that companies have the right to access student transcripts for purposes of performance review.

**Question:** Tell me about a problem you have had on the job and how you solved it?

**Answer:** Try to discuss a situation where you took the lead and used outstanding problem solving and managerial skills. Again, remember a simple task from your perspective may indicate a major talent from the interviewer’s perspective.

**Question:** Do feel you work well under supervision or do you prefer to work independently?

**Answer:** Be care again. Remember employers want staff members who are flexible, team players, and can wear many hats. Example: “I prefer to work independently” may indicate that you are not a team player.

**Question:** If you were working with a team, which position would you prefer to choose as a member of that team?

**Answer:** Be honest. In a team environment there are leaders, a support to the leader and the players who don’t want a leadership role but prefer to gather information and get the work done. What one are you?

**Question:** Are you able to work on several assignments at once?

**Answer:** Again, the interviewer is looking for a staff member that can “wear many hats” and demonstrates flexibility in the workplace.

**Question:** How do you handle an assignment when you have to work with tight deadlines?

**Answer:** Your answer to this question will indicate to the interviewer whether you have developed time management skills and are you able to determine the importance of work assignments.

**Question:** Where do you want to be in 5 years?

**Answer:** Give the interviewer an honest and sincere response. Relate your expectations to your career choice or your strengths, attributes and personal interests as reflected on your resume.

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**Questions to Ask the Employer:**

**Question:** What types of projects will I be given?

During the discussion, indicate to the interviewer how you can integrate yourself into the project and apply your skills and abilities to benefit the organization.

**Question:** Can you give me a job description of the assignment?

Let the interviewer know that you are interested in the responsibility and dedication that you can deliver to the assignment.

**Question:** What types of special projects (services) are you developing now?

This question demonstrates your interest in the organization and where the company may be headed in the future.

**Question:** Will I have the opportunity to work on any of those special projects?

This question demonstrates to the interviewer your enthusiasm for being a team player and your willingness to get the job done.

**Question:** Am I free to make my own decisions or should I rely on supervision regarding project development?
Indicate to the interviewer that you have the ability to work independently or you are flexible and can follow instructions and work under close supervision.

**Question: What are my chances for full time employment with your company after completing my internship?**

The interviewer may want to discuss the company policy for hiring full time staff from their internship pool. Remember that most companies recruit employees from their internship and co-op staff members. The interviewer may also give you an indication of the qualities the company is looking for in full time staff members.

**Question: Will I be given the chance to participate in employee development and staff training programs?**

Student interns are usually included in employee development and training. This question, if not already discussed in the interview, will give you the opportunity to discuss the types of training for which you are eligible.

**Question: Do you encourage your employees to participate in community related programs?**

This question will give you opportunity to discuss community and volunteer organizations in which you have an interest. Companies are looking for employees who have a dedication to community affairs such as March of Dimes, Christmas toy drives, and others.
# I Secured an Internship, Now What?

**What do I need to do BEFORE the day I start?**

a. Things to do:

i. Get a better understanding of the objectives of the internship.
   1. You do not want to be the clueless intern who has no idea what the company is about or and how you fit into the big picture.
   2. Call/Email/set up a face-to-face meeting with your internship supervisor to get a better feel for the job and work in his/her field and to talk about hours and work load. (DON’T BE ANNOYING!)
   3. Research the company in order to get a better feel for what it is about and the role you will play.

ii. Prepare mentally and physically
   1. Get your head in the game.
      a. Depending on where your internship is going to be, you may have to deal with the hazards of a potentially undesirable environment.
         i. Secular environment
         ii. Be ready for “Crappy” duties
         iii. Get ready to be yelled at.
         iv. Get ready to potentially work long hours (you should find this out beforehand).
      b. If you prepare yourself for the job you can avoid making some BIG mistakes!
      c. Remember: Facebook is not your friend...
         1. Putting stupid things that are either grossly unprofessional or cast you in a light that is not conducive with the company you want to work for will not get you an internship or a job.
         2. Use professional social networking sites to help you make networking connections with other career professionals (i.e. LinkedIn, Twitter, or Career Blog).
   2. Hone skills
      a. Do you have to do presentations, use software, or use industry specific processes/things as a part of your internship? Make sure you know how! (Can also mention: Proof reading, interpersonal relationships.)
      b. Resume and interviewing skills
   3. Dress properly –To flip-flop or not to flip-flop...
      a. Being the only one wearing jeans in a business casual or worse suit and tie environment will not help you acclimate to the job setting and you will only lose points with the company.
      b. Keep the same level of dress throughout the internship, do not slack off.
iii. Do not look at it simply as a requirement; take it for all it is worth.
   1. You get to see if the job in question is something you really want to do as a career.
   2. Count your blessings! You get to add real-world experience to your resume.

b. Site/employer perspective
   i. What additional information may they want/need from the student?
   ii. What do they want to see (attitude, work ethic) in the intern?

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### What do I need to do on my first day? / What will help me be successful at my new job?

**c. How should an intern relate to his/her work environment?**
   i. Have a positive attitude at all times! (Taking the initiative and being enthusiastic can only help you).
      1. Seeing your boss or co-workers complaining or being rude does not mean you have you be.
      2. Stay out of office politics. Upsetting the wrong person could spell the end of your internship.
      3. Be polite and courteous even when you do not feel like it. If you are yelled at or treated poorly, do not fall prey to Mr. Revenge.
      4. Do not give the office a taste of your own personal soap opera. Do not get too personal too soon!
      5. Do not fall in love with the Secretary—keep love out of the office.
   ii. You are not the boss so do not act like you are!
      1. You are an intern, not a full-time employee. Nothing can ruin your opportunities more than acting like a now-it-all with your co-workers or being pompous around those who have been in the game longer than you have. And please, do not even think about correcting your co-workers unless it is in private.
      2. Nothing amoral is beneath you – you are an intern!

**d. What should an intern ask his/her boss about job expectations and getting the most out of the internship experience?**
   i. Cement Work load
   ii. Cement Time schedule: Make sure you know when and where you are supposed to be at all times. (When will you eat, where will you park, etc?)
   iii. Cement Expectations: Remember internships are a two-way street, benefiting you and the site, so make it is worthwhile for the site by meeting their expectations. Make sure you know what the site expects from you in terms of duties, responsibilities, etc.

e. Determine to tough it out, whether or not you like the internship or wanted to do one.

f. This is a text-free area! Don’t get caught texting or making calls when you are supposed to be on the clock. And take out those headphones and put away your MP3 player.
What do I need to do to make my internship worthwhile and beneficial?

g. Enduring characteristics
   i. Keep up the same level of excitement throughout the internship.
   ii. Interact with those who are full-time employees at the internship site.

h. Take advantage of networking prospects and other opportunities.

i. Conclusion of the Internship
   i. Take a personal inventory
      1. What have you learned about your field and are you still interested?
      2. What have you learned about the job market/employment in general?
      3. What have you learned about yourself (good things, bad things)?
      4. What did you accomplish and what skills did you use in the process?
   ii. Put these elements into your personal portfolio/resume ASAP! Your memory is freshest right after you are done.
   iii. Keep in touch with people you meet, after all internships can lead to jobs and other things that can benefit you in the future.
   iv. Do not forget to say “Thank You!” A little note can go a long way! Saying thanks helps to further improve the way the employee looks (It’s a win-win).
   v. Keep up the momentum!
      1. Like the experience? Continue to dig into the field, researching to find new opportunities and a more specific direction.
      2. Didn’t like the experience? Look for new ones!