

## ***SUCCEEDING ON YOUR INTERNSHIP***

### **Your Responsibilities as an Intern**

As a responsible intern, you are expected to demonstrate maturity, independence, and dependability. You are expected to:

- Conduct yourself in an ethical and professional manner
- Uphold your internship commitment. You should not continue interviewing for other internships once you accept one (unless you plan to do more than one internship at the same time!).
- Ask questions when you do not understand an assignment
- Be proactive and ask for additional assignments when you complete your assignment
- Perform job responsibilities as defined by the employer
- Strive to excel and achieve goals (you want to get a good reference, right?)
- Become familiar with company policies and act accordingly
- Realize you may have to "prove yourself" before being trusted with advanced responsibilities

Rarely, students experience problems in an internship. If you experience problems, you should try to first negotiate with your employer directly. If this does not work, you should notify the Internship Coordinator. If you are unhappy and have tried to work things out, but nothing has worked, you may resign, but do so professionally (give them advanced notice, and behave respectfully).

### **Making the Most of Your Internship**

- Your entire internship experience is often, in effect, a very long job interview. You are being judged on your behavior and performance with an eye to possibly hiring you in the future, or at least with an eye to giving you a positive reference. So do your best!
- The people you meet during your internship can be your best contacts in the world of work and can help you in the future.
- Take the initiative to learn.
- Ask for feedback. Avoid taking feedback too personally. It is the best way to learn how to improve your performance.
- Try to find a mentor (that is, a person more senior than you who can educate you on the unwritten rules of the company and industry).
- You never know when or how you will run into someone you met at your internship in future years. Be sure to leave a good impression; your reputation might follow you.
- Your internship is what you make it! What you get out of it depends on what you put into it.