



HOW TO MAXIMIZE YOUR INTERNSHIP

As you prepare to embark upon an internship, below are some points to focus on to get the most out of your experience. Other than completing the tasks you were hired to do, an intern should focus on three core components to being an effective intern: Professionalism, Effective Communication and Network Building.

Professionalism

- Be a pleasant addition to the office**
 - Be a fun, helpful, creative, problem solver
 - Be optimistic
- Be “professional”**
 - No gossiping, dress appropriately, act mature with everyone
 - Don’t practice binge or excessive alcohol consumption at company events
- Become an Expert**
 - Research the industry, company and key leaders
 - This can be an extended job interview!

Effective Communication

- Understand end of internship goals up front**
 - How will you (and your boss) know if you’ve been successful?
 - An internship isn’t only about you. It’s a mutually beneficial experience
- Suggest additional projects and work ideas (but don’t push).**
 - Link knowledge gained during your academic courses.
- Track your progress**

Network Building

- Be visible and build relationships**
 - Make connections internally and externally
 - Create a networking strategy at the beginning of your experience. Don’t wait!
- Take initiative – Time is limited**
 - Meet regularly with your supervisor and seek guidance from employees across the company. Be prompt with follow-up
 - Set up meetings with other interns at the company
- Don’t forget about existing contacts**
 - Keep in contact with people you’ve met during previous networking opportunities
 - Share what you’re learning in your internship and ask for their input, guidance, support
- Use LinkedIn**
 - Make a point to meet alumni in the geographic region
 - Remember: It’s not who you know...IT’S WHO KNOWS YOU!