Career Development Center workshop@hamline.edu 651-523-2302

Additional Tips for a Successful Experience

Starting off on the right foot

Have a conversation with your site supervisor to make sure you dearly understand the expectations of you and what to do if you have questions or concerns. Ask for an orientation, organization tour and training if Make sure your site supervisor knows your schedule (what days/ times you will be working and when you will begin/ end the internship) as well as when you need to turn in your internship paperwork (LLA, midterm and final evaluation).

Schedule regular meetings with your faculty supervisor to discuss your activities and review the progress you are making on your learning objectives. If you cannot meet in person, plan to keep in touch regularly via phone or e-mail.

During your internship

Observe the organizational culture and do your best to fit-in. How do people dress? Do they take breaks? Are they chatty or do they keep to themselves? When and where do they eat lunch?

work hard at your internship. Working hard also means not refusing or complaining about any assignments that come your way, no matter how menial they may seem.

Seek out extra work and new projects as appropriate. Show your willingness to go beyond what's on the job description for your internship by making a great impression while sharpening your skills.

Maintain a positive, eager-to-learn attitude. Ask questions. Show that you want to master the work and get to know the company.

Develop your skills. Learn unfamiliar software programs. Try projects that help you to hone skills you've never used or don't use often.

Be creative and bring your ideas to the table. Show that you can learn, but also that you can add value.

Track your contributions and accomplishments. Be sure to keep a record of all the ways you've contributed during your internship.