



TOP 10 TIPS FOR SUCCEEDING AT AN INTERNSHIP

DO YOUR RESEARCH

Before your first day, review the general responsibilities and expectations for your role, what the mission of the company is, and who you will be reporting to. Make sure to bring any forms or documents you may need as part of your onboarding process.

LEARN THE CULTURE

Be mindful of the expectations at your workplace setting. Find out what is considered appropriate attire. Check with your manager to see whether it's okay to wear headphones while working at your desk. Even if it is, always remember to take them off when walking around the office or when interacting with your coworkers.

ASK QUESTIONS AT APPROPRIATE TIMES

At the beginning of the work experience, discuss with your supervisor the best way to ask questions that might come up with your projects. You shouldn't go to your manager every 5 minutes with a new question. Keep a running list and then ask the questions you have either during the middle or end of the day. These regular check-ins also ensure that you stay on track and meet your supervisor's expectations.

NETWORK WITH YOUR COWORKERS

Make the effort to meet as many of your coworkers as you can. Requesting 20 minute informational interviews with people throughout the organization (not only those you directly work with) will give you a fuller picture of your career options and the workplace culture. Although this may be more difficult to do in a remote environment, join in on discussions using the company's online communications platform and reach out to coworkers via email.

REFLECT ON THE EXPERIENCE

The end of a work experience can be a hectic time. You may be trying to wrap up projects, finishing coursework for your classes, and planning ahead for next semester. It is critical to reflect upon your experience while it is still fresh in your mind. What did you learn? What did you like and dislike? What feedback did you receive that helped you understand your strengths and areas of improvement?

COMMUNICATE CLEARLY

Whether it's written or verbal, communicate with your coworkers in a respectful and polite manner at all times. Always use appropriate language when emailing, adhere to any company phone etiquette, and proofread your written work before showing it to a coworker.

BE PUNCTUAL

It is important to arrive on time whether you're logging onto a Zoom call or showing up at an office. If you are working on-site, factor in additional time for your commute. If you are working remotely, check that your internet connection is secure. If you are ever late or sick, make sure to call or email your supervisor letting them know.

STAY ORGANIZED AND STAY BUSY

Acclimating to a new workplace can be difficult, so avoid getting overwhelmed by taking notes during meetings, keeping a to-do list, and being aware of deadlines. Make sure your workspace is neat, and you adhere to all data management protocols. If you find yourself in need of projects, approach your supervisor with some suggestions in mind.

LEAVE ON A GOOD NOTE

Maintaining connections with the people you worked with is beneficial to your ongoing career development. If you do not have an established end date when you start, always make sure to give proper notice before leaving. Your last day is a good time to ask if you can stay in touch with your coworkers, and whether any of them would be a reference for you later on. It is also a good time to see if anyone would write you a reference letter or endorse you on LinkedIn. Remember to write a thank you note expressing your gratitude for the learning experience that you send after your last day.

DOCUMENT YOUR ACHIEVEMENTS

Hopefully, by the time your work experience ends you have learned a great deal and had the chance to contribute to some exciting projects. Keep a record of the things you did. This will make it much easier to refresh your resume, collect any work samples for your portfolio, and update your LinkedIn and Handshake profiles.