



## Student/Young Adult Tip Sheet

### Internship: Success Factors

*A tip sheet for students and young adults on how to get the most out of an Internship*

Internships are a great opportunity for you to gain meaningful experience in the field that interests you and snapshot on if it's a good fit for you or not. During an Internship, you'll find out first hand if a certain job or career is right for you, and what you need to learn about to be successful. You'll meet many new people and learn a lot that can help you in your future, even if you eventually decide that career path isn't for you. (This is considered networking.)

### Before Your Internship

- Consider the right path for you.
  - ✓ Think about what your interests are and brainstorm some places where you'd like to be an intern.
- Explore your Internship opportunities and make it happen!
  - ✓ Ask around about different programs. What fits best for you?
  - ✓ Apply for an Internship program. If you need help, ask your teacher, counselor or case manager.
  - ✓ Fill out and turn in all required forms.
  - ✓ Complete an intern self-assessment and any other assignments.
  - ✓ Prepare and practice your introduction as a professional (who you are, why you're interested in the business and what your career goals are).
  - ✓ Practice your professional handshake and how to look someone in the eyes when you're talking to them.
  - ✓ Dress professionally and appropriately. Don't look like you just got out of bed!
  - ✓ Arrive on time for your interview—this means be 15 minutes early! Bring your resume and other requested materials.

### During Your Internship

- Getting started.
  - ✓ Attend orientation and mandatory trainings that your worksite offers.
  - ✓ Make sure you understand your duties and complete the tasks or projects that are assigned to you.
  - ✓ Ask questions if something is unclear!
- Manage your time and write things down.
  - ✓ Track your hours as instructed and use your time sheets. It is VERY important to know how much time you're spending, especially if you're being paid.
  - ✓ Consider keeping a journal of your Internship experience. You'll be able to look back and figure out how to be more professional in the future.
- Connect the Internship to what you have learned in school.
  - ✓ Meet with your teacher or coordinator to develop learning objectives for your Internship.
  - ✓ What skills do you want to develop? Use your worksite supervisor to help you improve them. (Being on time, using correct grammar, etc.)
  - ✓ How does what you learn at school connect to what you're learning at your Internship?
  - ✓ Participate in ongoing self-reflection activities and skill-building classroom assignments.



- Work on the goals you came up with at the beginning of your Internship and work with your supervisor to make sure you reach all of them.

### After Your Internship

- Share your learning and accomplishments with others.
  - ✓ Reflect on your experience and participate in self-evaluation activities to improve upon your professional development.
  - ✓ What were you able to accomplish and what did you learn through this experience?
- Complete final “paperwork.”
  - ✓ Send a thank-you letter to your worksite supervisor.
  - ✓ Update your resume based on new skills and experiences gained.
  - ✓ Ask your supervisor if you can use him/her as a reference on your resume.
- Meet with your worksite supervisor and teacher, counselor or case manager to discuss next steps.
  - ✓ Is there a chance that this Internship could be a job opportunity for you?
  - ✓ Use your networking contacts to open positive doors for you in your future.