Making the Most of Your Internship Experience

Regis College Center for Internships and Career Placement

Be Prepared

- Identify the skills and knowledge you want to learn before you begin.
- Research the organization to learn how it fits into the industry and how it relates to your academic background and interests.
- Contact your Site Supervisor ahead of time to ask if there is anything you can do/read to prepare.

While You’re There...

Demonstrate standards of professionalism throughout your internship experience:

- Appropriate workplace attire.
- Be punctual and meet your deadlines.
- Consistently complete all assigned tasks to the best of your ability.

Maintain a Positive Attitude:

- Be enthusiastic and do the best job you can on every task
- Demonstrate a cheerful and energetic attitude toward all of your work: it will lead to more challenging tasks
- Observe and soak up the organization’s environment.

Demonstrate Initiative: Be a proactive intern

- Offer to expand on a small project.
- Check with co-workers to lend a hand.
- Remember, your supervisor might not have any work to assign you on some occasions. In that case, suggest some tasks you can do.

Network:

- Introduce yourself to colleagues and co-workers.
- Ask questions about their specialty areas and what career path they took.

Follow up:

- Thank your supervisor and co-workers. Ask for their business cards.
- Send a written thank you note to each person, asking them if you can connect with them on LinkedIn.
- Stay in touch periodically. Many organizations hire permanent employees from their Intern pool.