

# 6 Ways to Make Your Internship Successful

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## 1. Make the most of your internship

Observe, take notes, ask questions, and write reflections throughout your experiences to process the learning. Create and write learning objectives for yourself, even if they are not required.

## 2. Make a good first impression

If unsure of the dress code, dress business formal (see the Interview Attire section) until you know the expectations. Ask yourself what message your appearance is communicating.

Master your handshake and avoid using slang and language that is too casual.

## 3. Learn workplace culture, email etiquette, and ethical behavior

Complete your work without complaining.

Emails should communicate your thoughts and feelings formally, accurately and professionally.

Be a positive and supportive team member.

Be careful with work relationships and office romance – go no further than friendships and decide ahead of time if you want coworkers on your social media (you definitely want to connect with them on LinkedIn).

## 4. Develop a relationship with your supervisor

It's okay to ask for a written work description, resources/tools for information, organization policies, professional development opportunities and feedback.

Learn from your supervisor by observing their relationships with subordinates and supervisors, their agenda or priorities, expectations of you, office politics, and communication habits.

The better you understand your work supervisor, the better you will be able to work with him/her and help your supervisor effectively accomplish company goals.

## 5. Network

Practice informal networking with coworkers. Ask a question or two such as what they like and dislike about their job, how it compares to colleagues in other organizations and what their daily responsibilities are.

Keep in touch with the contacts you make at your internship by sharing updates at least once each semester.

## 6. Make your transition to career smooth

Ask colleagues and supervisors to provide recommendations for future jobs. Ask permission before using their contact information in your references. Continue to update your resume, LinkedIn profile, and portfolio (if applicable) to include your most recent internship, highlighting your accomplishments. Know that internships are one long job interview, \*61.9 percent of 2015 graduates eligible for employment accepted an offer for a full-time position with their internship company.

\*NACE 2016 Internship Survey

# 10 Ways to Keep Your First Job

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1. **Be prompt.** If your workday begins at 8:00 a.m., arrive in time to begin working at 8:00 a.m., not parking,
2. **Work.** Look for more work when your tasks are complete, and add value by understanding the organizational structure and how your position contributes to company goals.
3. **Know the company.** Understand the company's goals, its place in the industry and its strategic plan.
4. **Have a good attitude.** Have a positive impact on people. Do not complain or shirk responsibility, remember that this is a realistic job preview. If you are unhappy or negative now, ask yourself if you are on the right career path.
5. **Be a team player.** Communication is crucial. Understanding the culture of the company will help.
6. **Keep confidential or personal information to yourself.** Practice healthy boundaries. It's okay to make friends, but understand the company policies on dating.
7. **Look for ways to do the job better.** Collaborate with coworkers, share suggestions and give proper credit.
8. **Be good to your customers.** Understand the message to customers and deliver it with a genuine smile.
9. **Improve yourself.** Continue your education whether formally or informally through professional associations, seminars, and training opportunities.
10. **Volunteer.** Get involved in special projects, committees, or whatever is appropriate in your field. Help others.

# UNDERSTANDING THE PEOPLE YOU WORK WITH

“Leaders from any generation will need to be ‘multilingual’ to understand, engage, coach and inspire generationally diverse workgroups that represent different work ethics, communication styles, and career aspirations and that seek different forms of recognition, expect different relationships, and balance their work and leisure in new ways.” - Michael E. Pepe, Chief Human Resource Office at Virtua in Marlton, N.J.

**Understanding generational differences helps clarify communication; understanding someone’s perspective can improve collaborating efforts.**

**Here are some general experiences and work views commonly held by people of different generations.**

**Please keep in mind that individual differences exist in every category, just as you do not think or feel exactly the same as all of the people born near the year you were.**

## **Born 1981-2001: Millennials**

They Are:	Full of confidence Internet-connected Socially conscious	Optimistic Career-minded Collaborative/open-minded	Resilient Non-conformists Very capable of multitasking
They Value:	Fast-paced lives full of activities with family and friends Jobs that require creativity and make a difference		Hard work and goal setting Flexible hours and work-life balance

- Combine the “can-do” ethic of the Traditionalists, teamwork of the Boomers, and technological savvy of Gen. X.
- Were shaped by a childhood filled with enrichment experiences.
- Grew up amid global conflict, but with stronger family ties than Gen. X.

## **Born 1965-1980: Generation X**

They Are:	Self-reliant Skeptical of authority	Unimpressed by leaders Skilled at reacting to change
They Value:	Balance in their lives, work is “just a job” Close friends as surrogate families	Prefer informality in workplace Give trust or loyalty only cautiously

- Often characterized as independent self-starters with entrepreneurial traits.
- Can be loyal employees, but are not as attached to their employers as previous generations.
- Were shaped as first latch key kids, watched their parents “live to work” only to be repaid in stress, health problems, divorce, substance abuse, and downsizings.

## **Born 1945-1964: Baby Boomers**

They Are:	Optimistic Results-oriented	Collaborative Question authority
They Value:	Higher priority for work over personal life	Work is adventurous and heroic

- Profess a “softer” management style, believing that work should be linked to spirituality and fulfillment
- Seek personal gratification and pride themselves on their individuality and unpredictability
- Were shaped by a rise in civil rights activism, Vietnam, and inflation.
- See the world as holding infinite possibilities.
- Many will work past traditional retirement age because they enjoy working, or because of health advancements or economic fallout of retirement plans.

## **Born prior to 1945: This generation called Traditionalists, Matures, or Silents**

They Are:	Considered among the most loyal workers Grateful for the job	Highly dedicated and the most risk averse Consider working an honor
They Value:	Obedience Uniformity and conformity Acknowledgement for experience and work	Consistency Law and order Face to face interpersonal communication

- May prefer a top-down chain of command
- Believe in “brighter futures,” and when making hard decisions, they look to history to find precedents that worked.
- Were shaped by the Great Depression, World War II, and the postwar boom years.