PennState Behrend | Academic and Career Planning Center

INTERNSHIP SUCCESS TIPS

1. **Make the most of your internship experience**
   - Observe, take notes, and reflect to retain knowledge and experiences
   - Create learning objectives for yourself relevant to the internship role, if not previously provided
2. **Make a great first impression**
   - Reach out to a Career Counselor or your internship supervisor regarding attire and cultural norms
   - Approach all members of the organization with a smile and proper greeting
   - Be courteous, utilize manners when speaking or assisting others
3. **Learn the workplace culture and contribute to the team**
   - Complete your work on time and with a positive attitude
   - Maintain professional demeanor when communicating via email
   - Collaborate with your co-workers and offer assistance when available
   - Maintain professional workplace standards – no drugs, no romantic relationships
4. **Develop a relationship with your supervisor**
   - Communicate needs and resources directly to your supervisor
   - Learn from your supervisor by observing their relationship and interactions with others
   - Check in with your supervisor periodically to ensure performance expectations are satisfactory
   - Educate your supervisor on your skills and talents, in order to work together and accomplish goals
5. **Network with colleagues and customers**
   - Practice informal networking with family and friends
   - Treat all colleagues and constituents in the organization with respect
   - Listen and ask relevant questions to get to know others and their interests
   - Maintain relationships with your contacts and share updates when relevant
6. **Turn your internship into a full-time career**
   - Ask your colleagues and internship supervisor about recommendations for future jobs
   - Seek permission from a colleague or supervisor prior to using them as a reference
   - Document the recent internship experience on your resume and LinkedIn account

For assistance with internship preparation, please schedule an appointment with a Career Counselor at the ACPC, 814.898.6164, askacpc@psu.edu