



# 5 TIPS FOR INTERNSHIP SUCCESS

GET THE MOST OUT OF  
YOUR EXPERIENCE

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## 1. GET TO KNOW OTHERS

Make an effort to introduce yourself to everyone you can, and **ask your supervisor to assist** with introductions. The more people you meet the more you can learn about the work and **understand the company culture**.

Interns are also encouraged to **attend social events** so that they can get to know colleagues in a more relaxed setting. You may even **find a potential mentor** or connections that you can maintain after the internship ends.

## 2. SET CLEAR GOALS

There may be specific tasks you are assigned during the internship, but what do you want to accomplish? Learn a new skill? Expand your network? Whatever it is, take time to **write down a SMART (Specific, Measurable, Achievable, Relevant, and Timebound) goal** to ensure that you use your time wisely.





### 3. COMMUNICATE LIKE A PROFESSIONAL

Be mindful of your **verbal and written communication** skills. Remember, you are joining a team of full-time employees, so communicate with your coworkers respectfully and professionally at all times.

Ask for and **be receptive to constructive feedback**, and make sure you act on it. Listen carefully for directions and **ask questions** if you need help, many people want to help you succeed.

### 4. WORK SMART & HARD

At the start of the internship, **clarify expectations** with your supervisor to ensure that you understand your responsibilities. **It is okay if you don't know everything** - you are here to learn! Check in regularly with your supervisor to **share progress updates and any challenges** so that they can be addressed quickly.

There may also be times during an internship when you have little or no work to do, so **look for opportunities to fill gaps** and offer assistance.

### 5. LEAVE ON A GOOD NOTE

As you prepare to leave, take time to **thank your colleagues** and supervisor for the experience. Ask for your supervisor's contact information so that you can **stay in touch** if you need a reference in the future. You can also send a message on **LinkedIn** to connect.

Some companies may offer the **opportunity to return as an intern or full-time employee** at the end of the internship.

Follow the process of the company or talk with your supervisor if you are interested in returning to the company.

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Find more resources on the virtual career center:

**[CPD.SPELMAN.EDU](http://CPD.SPELMAN.EDU)**