WELCOME

Welcome back to the Spring 2019 semester. We hope you are settling in at your internship or co-op placement and ready to absorb some hands-on experiences outside the classroom.

This is the first edition of "Intern News" which you will be receiving periodically throughout the Spring semester. These newsletters will contain important information about upcoming dates and internship-related events. They also contain some great tips and advice for all things related to internships. We hope you enjoy this new addition to the Internship Program.

As always, please contact us with any questions you may have along the way.

Have a great semester #NDSUinterns!

- THE INTERNSHIP PROGRAM TEAM -

IMPORTANT DATES

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# INTERNSHIP PROGRAM REQUIREMENTS

As a reminder, here are the requirements you must meet in order to receive credit for your internship or co-op experience:

- Complete the Mid-Term Self Evaluation
  Sent to your NDSU email inbox

- Complete the Final Self Evaluation
  Sent to your NDSU email inbox

- Ensure your supervisor completes the Final Employer Evaluation
  Sent directly to your supervisor’s email address

- Complete any additional assignments
  These are assigned by your internship faculty advisor

# IMPORTANT DATES

**WEDNESDAY, MARCH 20TH**
Student Mid-Term Self Evaluation DUE

**WEDNESDAY, MAY 1ST**
Final Student Self Evaluation and Final Employer Evaluation DUE

**THURSDAY, MAY 2ND**
*Intern Night, MU Ballroom*
Come celebrate the semester with your fellow interns! More information to come.

#NDSUintern SPOTLIGHT

Each week, an intern from the Career Center’s Internship Program is featured on our #NDSUintern Spotlight blog on our website. Students featured on the blog can choose to share the post with their faculty advisors, employers, and other social media platforms. Being featured on this blog can help students build a positive and professional online presence.

Would you like to be featured next?? Fill out the online submission form here:

#NDSUINTERN SPOTLIGHT SUBMISSION FORM

You can check out the blog posts on our website here >> [career.ndsu.edu](http://career.ndsu.edu).

"Internships serve as great opportunities to build your professional network. Often times, internship supervisors become references for future opportunities."

- Alli Goossens, Assistant Director of the Internship Program
TOP 3 ESSENTIALS WHEN STARTING YOUR INTERNSHIP

By: Allison Goossens

Starting a new position within a company can be intimidating, especially as an intern. But with the right strategies, the transition can be easy. Here are the top three essentials when starting out as an intern:

1. Develop a Morning Routine
   Make sure your morning goes smoothly by mapping out your route to the office before the first day. Make sure to account for unexpected accidents or morning traffic. Set out your outfit and pack a lunch the night before. Rushing around in the morning or speeding through traffic can cause anxiety that could potentially stay with you throughout your whole day.

2. Keep an Open Mind
   No matter how many times you read and re-read your internship position description, chances are you will be assigned tasks and responsibilities that are NOT listed on your original list. You must prepare yourself to keep an open mind at all times. Remember that you are there to learn about all aspects of the company - not just your particular area. Be open to trying new things and always say, "Yes!" if given an opportunity to expand your knowledge.

3. Ask Questions
   Remember that not only are you an intern (which means you're there to learn) you are also brand new to the organization. Asking questions about company culture and office norms will help you feel more comfortable within the organization, and asking specific questions about your tasks or projects will ultimately help you feel more confident in the work you are doing.
MEET THE INTERNSHIP PROGRAM TEAM

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Mark your calendar!

CAREER EXPO SPRING 2019

ALL NDSU STUDENTS ARE ENCOURAGED TO ATTEND.

DAY ONE
TUESDAY
FEBRUARY 5
1 – 4 P.M.
FARSDOME
AGRICULTURE, BUSINESS, HUMANITIES AND SOCIAL SCIENCES EXPO AND MARKETING AND SALES HIRING FAIR

DAY TWO
WEDNESDAY
FEBRUARY 6
10 A.M. – 2 P.M.
FARSDOME
ENGINEERING, DESIGN, SCIENCE AND TECHNOLOGY EXPO AND MARKETING AND SALES HIRING FAIR

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