

The Successful Internship

HOW TO GET THE MOST OUT OF YOUR INTERNSHIP



ST. CATHERINE
UNIVERSITY

St. Kate's Internship Program
updated 9/2022

Requirements During Your Internship

When	What	Description/Instructions
Mid-Term	Mid-term Review	<ul style="list-style-type: none">• Career development sends review to site supervisor and sends results to intern and faculty advisor• Student arranges a mid-term meeting with site supervisor to go over review• Faculty advisor talks to site supervisor and student to assess goals and performance
Final	Final Evaluation and Assignments	<ul style="list-style-type: none">• Career development sends evaluation to site supervisor and sends results to intern and faculty advisor• Student arranges a final meeting with site supervisor to go over evaluation• Faculty advisor meets with student to assess goals and performance and collects assignments
After	Evaluation of your Experience	<ul style="list-style-type: none">• Career Development sends a final evaluation to student to fill out

Get the most
out of your
internship

Overview

- Before Day 1
- On Day 1
- Throughout your internship
- The end of your internship

Gather Information



What you need to know before Day 1:

- Documents you need to bring (driver's license, Social Security Card, etc.)
- Transportation options / Parking information
- How to access the building or office
- Expectations for arrival and length of your shift
- What is the dress code?
(Resource for professional clothing: [Katie Closet](#))
- Who to meet when you arrive

What to Research



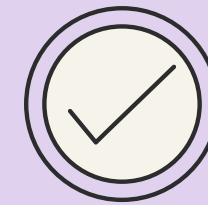
Staff

Try to determine with whom you will be working most closely. Read bios and use LinkedIn to learn about their career paths and education.



Organization Mission

Read about the organization's mission, communicated values, and goals. This info is usually posted to the org website.



The Landscape

Learn as much about the industry or field as possible. Are there local organizations doing similar work, what are trends in the field?

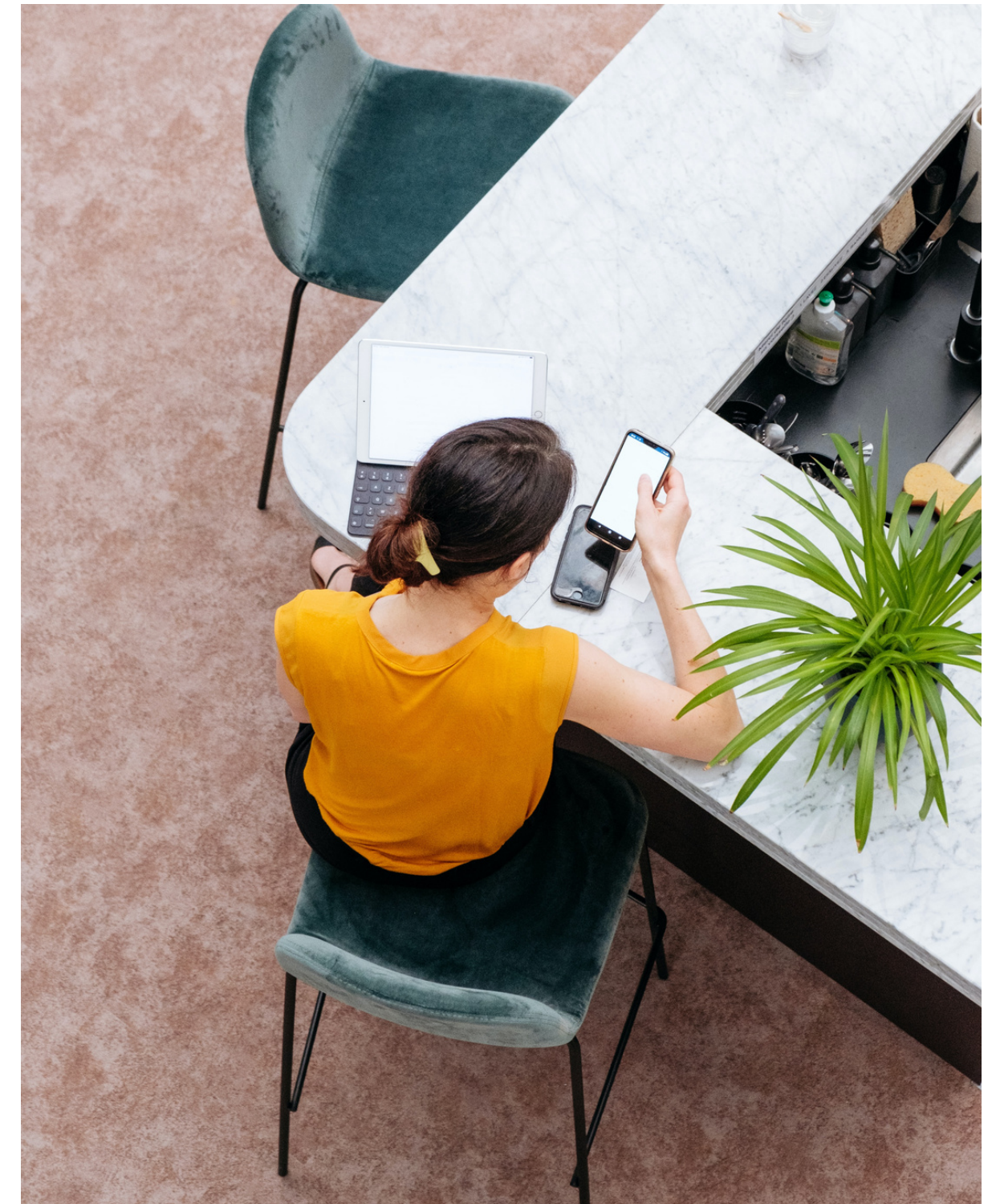
Prepare for your role



- Review your position description and learning contract to do your best to predict your assignments and duties
- Learn more about the technology you will be using. Consider watching some tutorials to become more familiar.
- Think about how you will organize your work. What strategies will you use to stay focused and manage competing priorities?
- Examine content available (e.g., if you have a social media internship, review the org's social media platforms and get acquainted with the communication style of the org.)

Email Etiquette

- Reply promptly (2 days max)
- Use a thoughtful subject line that gives the reader a clear idea about what the email is about
- Add a professional email signature. Most organizations have branded templates for you to use.
- Use a greeting, such as "Hi Gail," before you begin your email, and a sign-off, such as "Regards" or "Best"
- Avoid excessive exclamation points and emojis
- Assess the email culture in your organization and follow suit
- Be cautious about using humor since it can be misinterpreted in writing
- Always proofread
- Double-check your recipient list
- Be concise. People get lots of emails, so try to get to the point.



What to bring

- Food for meals and snacks
- Money for lunch / parking
- Essentials (e.g., hand lotion, mints, feminine hygiene products, toothbrush, etc.)

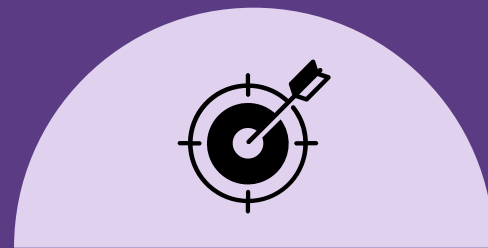


Day 1



Introductions

Be ready to meet lots of new people. Prepare how you would like to introduce yourself. (Relevant work and academic experience, reasons you pursued the internship, and career goals.



Policies, Procedures & Norms

Become familiar with the norms of the organization. Carefully review policies or procedures shared with you. What is the expected response time for communication? Requirements for confidentiality, etc.



Navigate the Office

Find out about where everything is. Identify the nearest bathroom, office supplies, printer/copier, mailroom. Learn how to operate appropriate technology.



Day 1: Meeting your Site Supervisor

- Learn about their expectations for your role. Routine duties and tasks, meetings, and projects.
- Clarify project priorities and gain context
- Ask about professional development opportunities.
- Inquire about communication expectations.
 - How often will you have check-ins with your supervisor?
 - How would they like you to ask questions?
 - How will they provide you with feedback about your work?

Ways to Add Value to your Experience



- Take advantage of professional development opportunities (e.g., training, attending meetings)
- Conduct career chats with a variety of staff at the organization
- Take on extra work if time allows
- Reflect as you go. Keep track of what you're doing, how you feel about your duties, what you like and dislike about your experience
- Seek feedback from those you work with

How to End your Experience

- Seek feedback about your overall performance from site supervisor and other staff
- Thank your colleagues: Consider cards and emails to all individuals you worked or connected with
- Connect with colleagues on LinkedIn





Questions?

Email: internships@stkate.edu

