

Congratulations on your internship!



- It's normal to be a little nervous, especially if this is your first career-related experience.
- **Remember**: you were chosen for this experience, so the employer believes in you and your work.
- Be kind to yourself and know that it may take time to feel confident in this new role.
- This document shares tips and strategies to make the most of your internship.

Getting Started: Before your first day



- **Learn as much as you can about the organization**
 - Review the organization's website
 - Google the organization to see if they've been in the news lately
 - Follow them on LinkedIn, Twitter, Instagram
- **Review the job description**
 - Do you understand the role as described?
 - What questions do you have for your supervisor?
- **Identify your intentions**
 - Review the learning outcomes stated in your ILA
 - What specifically do you want to understand, experience, or observe?

Getting Started: Day One

- **Determine what resources (work space, computer, etc..) are available to you**
- **Introduce yourself to co-workers**
 - Learn everyone's role and how they fit into the organization
- **Understand your site supervisor**
 - What are their strengths and weaknesses?
 - What are their priorities, objectives, problems, or challenges?
 - What are their expectations and projects for you?
 - What is their definition of excellent performance?
 - How do they want information – verbally, in meetings, by phone, email, message? How frequently?



How to Stand Out

- Have a positive attitude
- Dress appropriately
- Show up on time and when scheduled
 - If you are sick and not able to work when expected, notify your host ASAP
- Prioritize and manage your time to meet deadlines
 - Faculty may give you an extension, but employers might not
- Be proactive and show initiative
 - Don't wait to be given instruction – Do research and try to figure out things yourself
- Work independently, but ask questions if you need more information or clarity
- As there is time in your conversations, ask your host about their career path, interest in the field, and career planning/job search advice for you

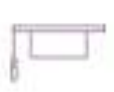


Keep in Mind.....

Career Readiness Competencies

An internship is an opportunity for you to enhance the career readiness competencies that will make you even more marketable to a future employer. Career Readiness Competencies represent skills and knowledge that employers look for when hiring new employees and provide opportunities for life-long professional development once you are on the job.

Eight Career Readiness Competencies*:



Career & Self
Development



Equity &
Inclusion



Teamwork



Communication



Leadership



Technology



Critical Thinking



Professionalism

Please note: You will be asked to share examples of how you've demonstrated these skills in the reflection document due at the end of your internship.

You may want to start thinking about them – and creating opportunities to learn these skills – from the start of your experience!

Tips for virtual internships

Not working in-person at the site can provide a lot of flexibility, but that doesn't mean informal. Read these tips to ensure you present well to your site supervisor and have a great experience!

- Have effective WiFi and a designated workspace where background noise and distractions are limited.
- Communication is key = you must prioritize regular, appropriate and clear communication
- Confirm with your supervisor if you are expected to work specific hours or can work independently on your own schedule
- Determine how you will communicate with your supervisor as you have questions and particularly to keep them aware of your progress on projects
- Request weekly meetings by Zoom, Teams, or GChat
 - Turning on your camera can be an expectation in a work setting. Ensure your background is clean and appropriate for the workplace.



Wrapping up your Internship

- Write a summary of your work and status of in-progress projects
- Meet with your site supervisor for the evaluation, required by the CEO
- Keep track of your accomplishments and save a digital copy of your work, if allowed
- Connect with your host, colleagues and/or other interns on LinkedIn
- Update your resume to highlight skills and accomplishments from this experience



Help and Support

- If you experience any issues or have concerns about colleagues affiliated with the organization, speak with your site supervisor as soon as possible
- If you have issues with your site or site supervisor, contact your Faculty Internship Sponsor and/or Karen Phillips at the CEO
- Review the document related to harassment in the workplace, sent in your confirmation email
- If you experience harassment or discrimination during your internship, let Karen Phillips at the CEO know immediately

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- ✓ Individual appointments – Handshake
- ✓ Resume & Cover Letter Check – Handshake
- ✓ Job/Internship postings – Handshake
- ✓ CEO website (www.goucher.edu/ceo)
- ✓ Online Resource Library (<https://www.goucher.edu/career-education-office/resources-by-topic>)
- ✓ Social Media: @gouchercareer



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