INTERNSHIP 101:
HOW TO BE A STANDOUT INTERN

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Why is it Important to be an Extraordinary Intern?

- It may lead to employment
- It is really one long interview
- You can be referred, recommended, or connected with other opportunities
- You represent not only yourself but the college
- It builds your resume and makes you more attractive to employers
- With the right attitude and initiative you will be given more responsibilities
- Helps build your network
Setting Realistic Expectations

- You might be asked to do things for people who are not your “boss” or are “not your job”
- Social skills are just as important as working hard
- Some of the work might be “boring” or seem meaningless
- Things may be different than what was described
- There may not be much training or direction
- People are generally really busy
FIRST FEW DAYS.....
What You Should Learn……

- About the company culture
- About your boss
- About the company
  - Resources and services available to you
  - Who is who
  - Terminology and acronyms
Learn to Ask Great Questions......

- What is the best way to get more information about the company?
- Who are the people to know? Get names/titles
- How does a new employee leave a positive impression?
- Does your supervisor have any pet peeves?
- What is the best way to get time with people (e-mail, schedule it on their calendar, their assistant, etc.)?
- How do they like to receive information?
- How often should you update them on a project’s status?
- What are the expectations for you and your work? How does someone exceed expectations?
- What advice or learning lessons do they have for you?
TIPS FOR INTERN SUCCESS
Managing Your Work – Be Organized

- Be punctual and dependable
- Follow up and follow through
- Don’t be afraid to ask questions
- Plan your day and keep a task list with details of what needs to get done and when
- Keep a journal
- Respond promptly to voicemails and e-mails
Managing Your Work

- Mistakes might happen. Take responsibility for them immediately.
- Don’t be defensive when you receive negative feedback.
- Don’t say I can’t do this; I have too much work.
- Think before presenting your ideas or assignments written or verbally.
Managing Relationships

- Get to know the people in the office
- Find a mentor
- Congratulate those who did a good job
- Network at company events
- Treat everyone with respect no matter the level
Managing Your Boss

- Need minimal supervision
- Be an ally to your boss
- Never use your boss or someone as an excuse for your performance
- Learn to anticipate their questions, issues, and needs so you can address them before you are asked
- Meet periodically to know their expectations
Being a Professional

• If you don’t like someone, keep it to yourself

• Don’t discuss confidential information

• Consider your online presence

• Deal with issues appropriately
Being a Professional

You definitely want to avoid the following:

- Inappropriate comments, behaviors, gestures, or jokes
- Alcohol at social events
- Foul language (curse words)
- Altercations or arguments
- Forwarding joke e-mails to people at work
- Handling personal matters at work
- Gossiping about anyone or joining in on “gripe sessions”
END OF INTERNSHIP
Wrapping Up the Internship

- Ask them to complete the evaluation we will send or give them the link [http://tinyurl.com/employereval](http://tinyurl.com/employereval)
- Keep a journal of your experience
- Ask for their business cards
- Share your feedback of your experience [http://tinyurl.com/bcstudenteval](http://tinyurl.com/bcstudenteval)
SUMMARY TIPS
How To Be a Successful Intern!

- 1st learn about the company, the culture, your boss, and co-workers
- Identify what success is at that organization
- Adhere to the company’s rules and policies
- Follow the tips we discussed in this workshop
- Maintain good relationships
- Have a good attitude!
- Take initiative and put 150% effort into everything
- Don’t be caught being idle or working on personal matters
- Consider what reputation you want to have
Summary

To Be Truly Successful, Strive To Be Someone:

- Whom they will be sad to see go and would take back in a heartbeat
- Whom people at all levels are glad to have on the team
- Who is “Irreplaceable”
- People say it will not be the same without you
- People consider to be overall exceptional
- Who leaves with an excellent reputation
Resources

- Internships.com has several articles regarding how to handle the 1st few days, how to handle common situations, and what to do after the internship:
  - [http://www.internships.com/student/resources/workplace](http://www.internships.com/student/resources/workplace)

- How to Score the Internship of Your Dreams:

Make sure to complete the webinar evaluation [http://tinyurl.com/internwebinareval](http://tinyurl.com/internwebinareval)
Thank You For Attending

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