

How to Succeed as an Intern

TIPS FOR YOUR FIRST DAYS ON SITE

Being the new intern can be nerve-wracking, so here are a few tips to keep in mind that will help to make the first days of your internship feel a little less daunting and *may* even send you sailing to the top of the crowd.

The Basics:

- Arrive early – EVERY DAY
- Dress appropriately for the company culture
- Address supervisors as “Ms. or Mr.” until told otherwise – then CONTINUE to do it
- Be prepared:
 - Computer – are you required to bring your own?
 - Pens/Pencils
 - Paper to write on – always keep notes on the work you’re doing
 - Pertinent documents – any information you might have on the projects you’re working on/ideas that would add benefit to the team.
 - Lunch? (are you allowed to go offsite or are you required to pack?)
- NO SOCIAL CALLS OR TEXTING WHILE WORKING

The Not-So-Obvious:

Establish a list of expectations about workload, tasks, and schedules on the very first day and solidify that schedule!

- Ask for feedback - you’ll want to schedule to meet either face to face, or via phone/video consultation once a week for feedback on your performance
- BE PROACTIVE: Start addressing company needs from Day 1
 - Don’t wait to be asked to help – anticipate your boss’s needs!
 - Find ways to show that you’re a problem solver
- Stay until your task is finished – *follow through!*
- WORK IS DIFFERENT THAN SCHOOL
 - Be aware that there are VERY REAL consequences to incomplete tasks, overlooked details, or missing a deadline for both you as the intern and the ENTIRE company.

Reading Company Culture:

Probably one of the most difficult but necessary steps for a new intern, understanding and adjusting to company culture, expectations, and behavior is crucial to a successful internship.

Take the first few days to observe employee behavior, read through company mission statements, and walk through expectations from your supervisor. If you are successful at this, you will quickly prove your value at your internship site and be rewarded with one of the best internship experiences possible.