

Tips for Getting the Most Out of Your Internship

- Learn as much as you can about the organization/company.
- Establish mutually agreed upon goals with your supervisor so that you know what is expected of you.
- As time goes on, ask for more responsibility and actively look for things to do.
- Network! Establish contact with people in the office who are doing what you think you would like to do professionally.
- Absorb everything you can on the job: Ask questions, observe how others do things, and talk to people. If you hear words that you don't know—look them up!
- Do the best job you can and be happy about it! Do a quality job no matter how menial the assignment.
- Show your interest in the work that you are doing. Ask for work to do. Check in with people through out the day. Be more outgoing.
- Always be willing to do things for other people.
- Get business cards from everybody that you meet.