

Career Development Office

Internship Orientation
Summer 2013

Welcome and Congratulations!

- * Getting the most out of your internship video
- * Setting internship learning goals, objectives and outcomes
- * Stages of an internship
- * Professional conduct and etiquette
- * Organizational culture
- * General tips and networking
- * Your relationship with your Internship Supervisor
- * Internship Requirements
- * Reflecting on your internship

Getting the Most Out of Your Internship



Video

Internship Learning Objectives and Goals

- * What do I most want to explore, understand or learn during my internship?
- * How would I like to change or be different by the end of this experience?
- * What will make me more marketable to an employer or graduate school?

Internship Learning Objectives and Goals

For each objective, formulate the following components:

- * Learning Objective: **What is it that I want to learn?**
- * Activities/Resources: **How am I going to learn it?**
- * Evaluation/Verification/Benchmarks:
How am I going to demonstrate what I learned?
How am I going to know that I achieved my learning objective?

(Additional assistance with setting learning goals and objective in the Orientation Handbook)

Stages of an Internship

- * **Entry** – few days to two weeks – learning the ropes
- * **Initiation** – 1-4 weeks – increased expectations, greater insight into company culture
- * **Competency** – by week 6 – being more of a participant, more confident in abilities
- * **Completion** – nearing the end – assessing and re-evaluating yourself and your career direction

Personal Qualities Needed in All Stages

- * Work well with others in a team
- * Humility
- * Empathy
- * Self-starter/show initiative
- * Appropriate assertiveness
- * Good work ethic – including time management

Additional professional competencies on page 6 in
Orientation Handbook



Professional Conduct and Etiquette

- * Attire/personal grooming/hygiene
- * Communications etiquette– phone, email, social media
- * Personal disclosure/office relationships
- * Intellectual property
- * Abide by Grinnell College

Community Standards:

- integrity
- honesty
- socially-just manner



Organizational Culture

To work well in an organization, understand and appreciate it.

- * purpose
- * philosophy
- * values
- * behavioral expectations and limits
- * attitudes of employees,
- * work ethic
- * dress code
- * character of the organization
- * social norms
- * management norms
- * atmosphere
- * career progression and success
- * strategic orientation
- * ethical standards
- * political environment
- * communication

Internship Tips

- * Make positive first impressions – positive, firm handshake
- * Be on time (and early) for everything
- * Top 5 strategies for Making the Most of Your Internship in Orientation Handbook
 - * Be an Overachieving Intern
 - * Go Above and Beyond
 - * Display Energy and Enthusiasm
 - * Network, Network, Network
 - * Gather “Portfolio Fillers”



Networking

- * Create a business card
- * Plug into professional activities
- * Talk with your supervisor about attending meetings, conferences, trainings, etc.
- * Do informational interviews with other co-workers/new contacts/alumni
- * Arrive early to meetings because these are prime networking opportunities
- * Identify alumni or current students in your internship area through LinkedIn or the Loggia to set up a lunch or coffee to build your network



Internship Supervisor Relationship

- * If not offered, request expectations - written job description, resources, organization policies, professional development opportunities
- * Confirm your start and end date
- * If paid, confirm salary/stipend and pay dates/methods
- * Create and discuss learning goals
- * Regular informal feedback performance and progress toward goals and discuss timing for mid-point and final formal evaluations
- * Be observant and learn from your supervisor
- * Ask for help in handling a challenging supervisor or absent supervisor
- * Create and maintain a positive and professional relationship because they could serve as a reference and networking contact for you
- * Supervisors will receive a Employer Orientation Handbook from the CDO

Reflecting on Your Internship Experience

Reflection is an important aspect of your internship experience.

- * Regular journaling/blogging
- * Use your Final Learning Summary as an opportunity to reflect – refer to page 21 of the Orientation Handbook
- * Debrief your internship experience with a CDO Career Counselor or Faculty Adviser when you get back to campus



Summer Internship Requirements

You are required to:

- * Create at least one blog post and respond to another intern's blog once a week while at your internship through PioneerWeb. If you do not have reliable internet, journal and then post your blogs when you are able. Blogging instructions on the backside of this card. Use anonymity for confidentiality for your employer.
- * Write and submit a Final Learning Summary Report
- * Complete a Final Internship Evaluation
- * Complete academic requirements as outlined in *(if applicable)*.
- * Additional requirements by specific funding sources *(if applicable)*

Due by Friday, August 23, 2013



General Announcements



- * We will send you a complete list of all students, their internship sites, and locations, as well as a list of alumni picnics in your area.
- * We will also e-mail you for your summer housing address.
- * See page 18 & 19 in the Orientation Handbook for information regarding basic budgeting information as many of you will be living on a tight budget.
- * Title IX Information is available in the Orientation handbook.
- * The Student Orientation Handbook will be available electronically on the CDO website on the Internships page.

Funding Announcements



- * No receipts need to be turned in at the end of your internship.
- * Stipends will be received May 13th or 16th. Students will get an email from the Accounting Office when the deposit has been made. Funds go your account on record for student pay.
- * See page 15 in the Orientation Handbook for information regarding tax implications for College funding.

Contact the CDO if...

- * You have a change in your contact information before or during your internship
- * There is a change in your internship site or supervisor
- * A travel warning is issued in the country of your internship
- * You are have any difficulties/challenges at your internship site (earlier is always better than later)
- * You are injured at your internship site
- * You need a liaison from the College to communicate with your internship site or supervisor
- * You need a resource regarding a Title 9 situation.

Appreciation



- * Arlene Holmes
Assistant Director of Alumni Relations,
Career Development Programs

Thank You Cards

- * If you received a sheet with information about writing a thank you for your internship, go to the back of the room and write your thank you note(s) before you leave. Once you are finished, give it and the information sheet to a CDO or DAR member **UNSEALED**. Thank you for your help!
- * If you didn't receive a sheet with information about writing a thank you, you are free to leave. Thank you!



Questions?

