

12 Keys to Internship Success

1. Set personal goals

Spend time setting goals you want to accomplish during your internship. Maybe you want to decide what area within marketing you want to specialize, learn new skills, or build your network. Make sure your goals are realistic and attainable in your internship.

2. Have regular meetings with your supervisor(s)

Keep your supervisor abreast of your accomplishments. Remember to also be a good listener and learn as much as you can during these meetings.

3. Tackle all tasks with enthusiasm and a positive attitude

As an intern, you may have to do grunt work such as making photocopies. It is important to complete all work assignments with the same level of enthusiasm and professionalism.

4. Avoid negativity

Avoid complaining, being rude, disrespecting coworkers, arriving late, leaving early, being closed-minded, missing deadlines, appearing arrogant, wearing improper attire, acting unprofessionally, appearing inflexible, and taking part in office politics.

5. Never shun a chance to learn about the company/industry

Even boring (to you) meetings can offer a good change to increase your knowledge, network, and build relationships. Pay attention and look interested.

6. Get as much exposure as possible

Tackle new tasks, meet people outside your department, and attend company social events.

7. Don't be afraid to ask questions

An internship is a learning experience for you. Seek advice and raise questions whenever you encounter something unfamiliar to you. Be open-minded about new ideas and procedures. Ask how you can improve.

8. Take initiative

Tackle tough problems and think outside the box. Just make sure you work with your supervisor so you do not overstep authority.

9. Find a mentor

A mentor is someone, usually at a higher level in the organization, from whom you can gain personal and professional experience.

10. Network, network, network

Build professional relationships with your supervisor(s) and other managers in the organization.

11. Leave with tangible accomplishments

Keeping a journal may help you remember all the things you accomplished during your internship.

12. Enjoy yourself

Make sure you have fun while you are working and learning, just avoid office romances.

Source: http://www.quintcareers.com/printable/internship_success.html



Second Floor Spiva Library
mssu.edu/career
417-625-9343
careerservices@mssu.edu