Tips for Making the Most of Your Internship
Adapted from http://career.berkeley.edu

- Clarify expectations about the internship: both the employers and yours. It is a good idea to agree upon your job responsibilities in writing.

- Take advantage of the transition time at the beginning of your internship and ask lots of questions. You are not expected to know what is going on right away, but the faster you learn the ins and outs of daily life on the job, the better off you'll be.

- Meet regularly with your supervisor to ensure that both of your expectations are being met. This is a good way for you to get feedback on your performance and helps to keep you on track with current and future assignments. Don’t wait until the end of your internship for feedback!

- First impressions are very important, as is maintaining good ones. It is important for you to dress, speak, write, and generally behave like a professional. Shake hands, make eye contact, smile, and be friendly and confident. Be observant and ask questions about appropriate behavior at the workplace. When in doubt, err on the conservative side.

- Focus on your communication skills, both written and verbal. Proofread your written work carefully. When communicating with your coworkers choose respectful, tactful, and professional language at all times.

- Show up to work on time, when you are expected. Call if you are going to be sick or late. Don't be sick or late often. Choose your sick days with care; it will be noticed if you are not at work on important days. As a student, arriving 10 minutes late for a class or workshop may not matter. In the world of work, this is not acceptable. Being late indicates a lack of respect for others’ time. Promptness signals eagerness, responsibility, and professionalism.

- Establish good relationships with your coworkers. Be friendly, polite, helpful, and sensitive. It's good to talk with your coworkers and get to know them but beware of gossiping and complaining. Be careful about bringing personal business to work, and be sure that what you do discuss is fit for public consumption.

- An internship is a great opportunity to explore careers and learn many things. While working on a project, you may have an interest in other divisions or functions of the organization. Request to go to meetings that are relevant, or set up informational meetings with other employees who are in roles that may be of interest to you.

- Be easy to work with. Accept assignments without complaint, ask for more work when assignments are completed, and turn out good quality work. Listen carefully to instructions and ask for clarification. Learn to work as a team; be respectful of input from other team members and practice the art of compromising.

- When you leave, be sure to ask your supervisor for a letter of recommendation and keep in touch so that you can call upon him/her later when you are in need of a reference. This will also help your supervisor keep you in mind when future opportunities arise.

- Respect the staff—especially support staff. They have been there longer than you and they know more than you. They can be great allies in helping you figure out the organization, connecting with the right people, and helping you get your job done. They can also be very close to key decision makers in the organization and have significant input on whether you are worthy of a job offer (after your internship) based on how you treat others in the organization.

- **Invest in the internship—you get out of it what you put into it.** Be sincere, interested, open minded, and confident that you can learn and improve.