

How to Be the Best Intern

Internship Expectations

- Complete your work as agreed on.
- Act professional to be treated professionally.
- Be challenged in your skills and thinking.
- A learning curve: you don't know it all.
- Show them you want a job at graduation.
- Be teachable and respectful.
- Follow dress code.
- Do what they ask.

Internship Expectations

- Being early is “on time” and on time is “late”.
- Don’t interrupt—wait to speak. You are there to learn, so look and listen more.
- Pick up office cues from the veteran employees.
- Everyone wants to be heard, so don’t discount older co-workers who are not as tech savvy.
- Deadlines and assignments are real, not guidelines.

Internship Expectations

- Follow the dress code and expectations—lack of knowledge is no excuse.
- Find out about facial hair, dyed hair, piercings, and hair length.
- Remember the organization sets the standards.
- You may need some specific new cloths. Thrift stores and Goodwill are cheap and helpful.

Negotiating Your Internship

- As you plan your internship, think about what you want to do after graduation.
- A good internship should confirm or deny a career direction or course of action.
- Internships for credit have school requirements— Internships not for credit do not.

Internships for Credit

- Learn the requirements from the source—your faculty internship supervisor.
- Find out what requirements are negotiable.
- Talk through what you know about your internship with your faculty supervisor
- Take notes and summarize and clarify expectations.
- You will need to do the work here, no one is just giving it to you.

Internship Requirements

- Know your requirements and be prepared to discuss them in detail.
- Ask if the requirements can be met.
- If there is hesitation, then propose alternative ideas to meet the requirements and make it work.
- Take detailed notes and summarize and clarify expectations. You have to brief your faculty supervisor.

Career Services

- No matter what kind of job you want, Career Services helps you prepare.
- Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
- Email patrick.friedline@moody.edu with options for when you can meet.
- Call (312) 329-4414 to make a phone appointment.
- Use Zoom for a video call.