

How to Be Successful at Your Internship

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Dress appropriately for your assigned workplace during your internship.

If you are a college student, you should consider taking a summer or semester away from your studies to participate in an internship in your chosen field. A successful internship can provide networking opportunities for you when you graduate, as well as insight into your chosen occupation. It might open your eyes to unseen facets of the profession that don't fit well with your personality and life goals. If this happens, you can change your course of study before you graduate with a major you'll never use.

Step 1

Try to make a good first impression with your supervisor or mentor. This person often takes extra time from her job to show you how to do things in the office and to answer your questions. Your job is to assist them. Try not to be any more of a burden to them than necessary.

Step 2

Maintain a good work ethic. Be on time and prepared to stay late, if necessary. Stay busy at all times. If your supervisor doesn't have a particular task for you to work on, volunteer to help someone else in the office. It never hurts to exceed the expectations of your job description as an intern. Don't spend time engaging in idle chatter with other interns or co-workers unless you are on break.

Step 3

Go to work every day with a positive attitude. You might have to do menial tasks, but taking on things like photocopying and filing with a smile shows your mentor you are willing to work at whatever tasks he assigns.

Step 4

Make connections with other employees. If there are particular jobs you are interested in doing after you graduate, ask the person holding the job if you might conduct an informational interview with them. This gives you a chance to enquire about job requirements and coursework you need to complete in order to qualify for a similar position.

Step 5

Develop a network of business connections as one of your internship strategies. This applies to technology as well. It may not be the best idea to become friends with your mentor and other co-workers on social media sites, but it is perfectly acceptable to connect with them on business networking sites.

Step 6

Maintain a portfolio filled with information gathered from your internship experience. If your mentor writes a letter of recommendation for you at the end of the successful internship, include the letter. Keep a log of the daily activities you perform as a college intern. Include other items required by your mentor or college course requirements in the portfolio as well.

Step 7

Ask for a formal evaluation of your internship if you don't automatically receive one. Use the insight gained from the evaluation to set new goals for yourself and to help you remediate any areas seen by your mentor as potential problems.

Step 8

Send thank you notes to your supervisor and anyone else in the workplace that helped you during your internship. This helps conclude your internship on a positive note, just as you started it.

<http://work.chron.com/successful-internship-2867.html>