TIPS FOR A SUCCESSFUL INTERNSHIP EXPERIENCE

Arrive on time. Tardiness is not acceptable and as the saying goes, “time is money.”

Behave in a professional manner. Do not participate in gossip and avoid all office politics. Remain neutral.

Do more than is asked of you. Simple errands and tasks such as copying show that you are a supportive person.

Be enthusiastic, even for the ‘grunge’ work. This opportunity could lead to a job in an economy where many people do not have one.

Dress for success. Look around and notice how persons in positions of authority dress. If you want to succeed, dress for the part.

Note; professional dress does not mean that you have to spend money on a new wardrobe. What is most important is that your clothes are clean and pressed, and that you are well groomed. If you do need to invest in some wardrobe pieces, stores like Target and Walmart have a very reasonable career where area. Also check out Flash’s Professional Closet on campus at https://www.kent.edu/stark/flashs-professional-closet

Don’t be afraid to ask questions. Ask for help, guidance, and training. Supervisors understand that this is a learning situation and they welcome your inquisitive nature. Be proactive. Late or sub quality work will reflect poorly upon you.

Network like crazy. Go to lunch with your coworkers when invited, especially with those who are at least five years ahead of you. Meet and chat with people in different departments. Get to know as many people as possible. Your supervisor may value your work but not have an opportunity for you at this time. However, if a position opens you may be a candidate for it.
Be realistic in your expectations. Work and college are different. You will not receive as much feedback at work regarding your performance or be asked to share your opinion as often. Seek the opportunities you desire.

Reflect on what you are learning and ways to apply it back in the classroom and to a future career.

Have fun!

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