

Intern Tips for Students

A guide to making the most of your internship experience

If you will have an internship, how can you make the most of your time at the organization? Whether this is your first professional work environment or you have had multiple internships already, it is time to apply your coursework in a real-world context! This guide contains information about:

- x Elements of a Quality Internship and Benefits for Students and Employers X pg. 1 - 2
- x Creating Learning Goals x pg. 3 - 5
- x Maximizing Each Stage of your Internship x pg. 6 - 9
- x Questions for Reflection x %8P9X

Implement the eoe x2 -eQaimizin Lg.e

Benefits for students

Gaining an understanding of different careers and evaluating their career path.

Benefits for Employers

An opportunity to strengthen recruitment and hiring efforts with a continuous pool of candidates.

- x I will meet with and shadow managers in different departments of marketing and product development to see which area interests me more.
 - o This is an exploratory professional development goal. The activity itself is specific and measurable in that it either will happen or not, but open-ended in terms of how and when it will happen.

- x I will improve my public speaking and presentation skills by delivering a cumulative presentation on my research and findings to key stakeholders at various levels of the company, after weekly presentation updates to my team for the entirety of the project.
 - o This skill development goal has a very specific deadline and tangible outcome, as well as weekly milestones outlined along the way.

- x I will develop an understanding of fundraising event work by helping organize and run the OMSI Fundraising Gala event in August.
 - o This is another knowledge and skill-based goal. It is focused around one particular event with a timeline.

- x I will write and distribute a press release

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Create your own Learning Goals

Intern name:

Intern Title:

Organization:

Learning Goal #1:

Action Steps– What, when, where and how will you accomplish your goal?

Measurement of Goal– How will you objectively measure your success? What are the metrics?

Learning Goal #2:

Action Steps– What, when, where and how will you accomplish your goal?

Measurement of Goal– How will you objectively measure your success? What are the metrics?

Learning Goal #3:

Action Steps– What, when, where and how will you accomplish your goal?

Measurement of Goal– How will you objectively measure your success? What are the metrics?

Learning Goal #4:

Action Steps– What, when, where and how will you accomplish your goal?

Measurement of Goal– How will you objectively measure your success?

Intern Stages of Development

Understand the developmental stages of an internship: **Anticipation**, **Exploration**, **Contribution**, and **Culmination**. While

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2. Exploration

In this stage, it is normal to feel curious, open, unsure, and underwhelmed/overwhelmed.

You might wonder: Who is my internship support system at and

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x Arrange final feedback. Towards the end of the internship, it's important

For information and guidelines for virtual or remote internships, please review the [Virtual Internship Guidelines handout](#) on our website.

Adapted from:

Bridge.Jobs' Employer Guide: Creating a Meaningful Learning Experience for Students"

University of Minnesota College of Liberal Arts' "CLA Career Readiness Internship Guide: Making the Most of Your Internship"

University of Nebraska–Lincoln "Internship Toolkit for Employers"