

## **Acing the internship**

The top five skills most sought in new college graduates are:

- 1) Communication skills
- 2) Verbal and written skills
- 3) Strong work ethic
- 4) Interpersonal skills
- 5) Teamwork skills

A positive summer internship experience can help you cultivate these qualities. If you plan carefully your internship can be very rewarding. An OCC counselor will be available to assist you with any general concerns or questions you may have before you begin your internship. Once you begin your internship it's best to communicate directly with your supervisor to ensure that you have a great experience from start to finish. Here are a few suggestions to help you Ace the internship:

### **The offer:**

Before you accept an internship offer make sure that you have a clear understanding of the work that you will be doing. Is this what you had hoped for? Revisit your time commitment and work agreement with your supervisor to make sure that you are both on the same page. Let your supervisor know in advance if you will need to take any time off for special occasions.

### **The first day:**

Confirm your starting date and time. Find out where you need to report and to whom. Get directions to the worksite. Find out where you need to park your car. Do you need a sticker? If needed, determine what modes of public transportation can get you there.

### **Office culture:**

On your first day of work take note of the way co-workers address each other. Observe the interactions between employees and management. Ask about the typical lunch and break schedules. Arrive on time and stay late if needed. Avoid office gossip. Always leave your workplace neat and clean.

### **Attitude:**

Approach your assignments with a positive attitude. If you have questions, communicate directly with your supervisor as soon as possible. Make sure that you are fulfilling your responsibilities and producing your work in a timely fashion.

### **Closure:**

As you approach the end of your internship reflect upon your progress with your supervisor to evaluate your experience. Ask your supervisor to write you a letter of reference before you leave the workplace; your performance will be fresh on his/her mind. Always send a thank you letter to express your appreciation. Mention what you learned about the field and your future career goals. Inquire about future openings.