Getting ready for your internship

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Where to find internships?

➔ LSC Jobs/Internship Database
   www.LyndonState.edu/Careers

➔ Career Services Facebook Page
   LyndonCareers

➔ Vermont Intern Program
   Linked from LyndonState.edu/Internships

➔ Big Search engines
   Indeed.com / Monster.com

➔ Faculty referrals
   Ask departments for recommendations
All internship paperwork is online:

www.LyndonState.edu/Internships

Tip
Print off the student checklist and the site supervisor checklist and display where you’ll see it frequently over the summer/semester.
Student responsibilities due to Faculty Supervisor

➔ **Initial report**
   Within first week of internship

➔ **Bi-Weekly reports**
   Every 2 weeks

➔ **Projects/Final reports**
   Per your individual requirements
Site Supervisor

➔ **Signs MOU within 1st week**
   Student returns to Career Services

➔ **Mid-Term Evaluation**
   Complete & submit to faculty supervisor

➔ **Meet/talk w/ faculty supervisor**
   At least once during internship

➔ **Final Evaluation**
   Complete & submit to faculty supervisor
Bring to Career Services office (LAC 323)

- Before internship: completed **Internship Contract**

- Within 1st week: **signed MOU**
Why do an internship?
A few good reasons....

- Gain experience
- Many employers see internship programs as best path for hiring entry-level candidates
- You may get paid to get experience
- You earn academic credit toward graduation
- Take your career plans for a test drive
- Understand your major field, how is coursework preparing you?
- Develop skills
- Gain confidence
- Build motivation and work habits
- Build a network (85% of jobs are landed as a result of networking!!)
- Build your resume
- Establish relationship with mentor
How to be a good intern?

What things have you learned about being a good employee?
HOW TO BE A GOOD INTERN
(IN SEVENTEEN EASY STEPS)

No. 1: Take your internship very seriously. (Seriously.)
No. 2: Get in on time (without complaining about how early it is or how late you were up the night before).
No. 3: Listen very carefully and always take notes (just when people are giving you assignments, not during social situations).
No. 4: Do more than is expected on every single assignment (unless more costs more).
No. 5: There is (almost) always something you can do (so let your bosses know when you are available—don’t just wait until someone nones you are free).
No. 6: Show up. People are relying on you. (A school assignment is NOT a reason to “call in sick.”)
No. 7: Understand that you don’t know it all (even though you feel like you do).
No. 8: Turn off your cellphone (even if your ring is really cute).
No. 9: Don’t smoke cigars. (Nasty habit.)
No. 10: Do not unnecessarily distract others who are busy working (even though “Project Runway” was particularly great last night).
No. 11: Bring snacks (sometimes sweet, sometimes salty).
No. 12: Be proactive. If there is nothing official for you to do, figure something out on your own. (Like get to know the book collection so when someone is looking for something you can be helpful. Or go through the portfolio so you can really study the company’s work.)
No. 13: Look out for opportunities to demonstrate what you do know and how you can contribute (but don’t push it—nobody likes a show off).
No. 14: There are (almost) no stupid questions. (Ignorance is not bliss, just ignorant and it can be a major waste of time.)
No. 15: Don’t just follow directions. Think about what you are doing while you are doing it (so when the designer says, “but that’s illegible you won’t have to say, “I know!”)
No. 16: Be eager to learn and people will be more likely to teach you.
No. 17: Understand that the success of the internship is (almost) entirely up to you.

*Did we leave something important out? Please e-mail us at whynumber10@cop.com and we will include it in our next installment of HOW TO BE A GREAT INTERN.*

*Fortune: You will be a great intern.*
“...we have had 10 interns in the last 6 years. Most felt like babysitting on our part as almost every one didn't have any self discipline or self drive. Every one but one thought Facebook was a part of their job. We saw hours and hours wasted on it.

...I'm sorry I sound jaded but until we see students who have a very strong internal drive to learn and to work, and the state clearly defines internships and the value we bring to interns, we have to pass.”
Getting the Most Out of Your Internship

Any questions?

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