Top 10 Tips for Interns

by Bradley Richardson

1. Don’t be afraid to talk with people. Don’t be intimidated because you are a student. People are sometimes too busy to roll out the red carpet, so you have to make the first move to talk with co-workers.

2. Ask for things to do. Don’t wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

3. Learn all you can about the industry. Talk with different departments as well as clients and mentors.

4. Read everything you can get your hands on. You won’t find everything you need to know in the training manual. Reading contracts, letters, memos, press releases, trade publications help you become informed on all elements of the business.

5. Don’t gripe about the grunt work. There is always something more to learn. How long you do grunt work depends on what you make of it. Everything has purpose, so learn how the small tasks fit into the big picture.

6. Milk the fact that you are a student. As a student you aren’t threatening and can have more access and opportunities than a full time employee. Everyone wants to help a student learn.

7. Hitch your wagon to a star. Learn from the people who are the superstar performers and the most respected individuals in the office.


9. Ask to attend meetings and events. You will learn how things really get done.

10. Don’t burn any bridges. You never know when you will see someone later in your career.

General Rules

Socializing after work - If everyone in the office is going out together, and you are invited, go along. But keep it professional while you are out with your colleagues. Always be polite and mature.

Email Etiquette - You want your emails to your supervisor to be as professional as any other business correspondence. Stay away from acronyms, slang words, and obscenities. Make sure you express yourself in an appropriate, clear and mature manner. Think before clicking the “send” button. Don’t send anything impulsively or when you are very emotional.

Blogging/Internet Use - If you have time to blog or search the web, you are not doing your job! Ask other employees if they could use a hand, or tidy up that file cabinet everyone has been complaining about. The internet should only be used for job-related matters. Also, don’t post personal or private information that you wouldn’t want your boss to see when blogging, using online journal or social networking sites.

Dress - Look for clues from your supervisor and other staff members on dress codes. On the first day, dress neatly and appropriately for your job.

Attendance - It is expected that you arrive on time and follow the planned schedule. Arrange in advance when you need to take a day off. If you are ill and unable to work on a specified day, please call your supervisor immediately.

Rules - Follow the regulations of the organization. You are to respect the confidentiality of the organization at all times.
Dependability - Whether you work alone or as part of a team, other responsibilities will come your way if your supervisor can depend on you.

Respecting the Time of Others - Consider the time factor when seeking help on assignments from your supervisor and co-workers.

Appreciation - Be sure to communicate to co-workers, supervisors, and others the appreciation you feel for the attention and care they gave you while you were on the Internship. Write a thank you note to your supervisor at the completion of the internship.

Internships Abroad - Being far away from family and friends can be overwhelming. Take time to keep in touch with everyone. Make sure to schedule things you enjoy and time for yourself.

It is important to make a good first impression, so plan carefully how you relate to your supervisor and co-workers as you start your internship assignment. If you have questions about the following, please contact the Internship Office.

All Sources listed below are at Drew University Career Center and are available for interns to use!

Works Cited


Other websites that may be useful…

www.drew.edu/career/internships
www.internships.com
www.intern.shipprograms.com
www.Jerseyintern.com/drew
www.careerbuilder.com
www.careernet.com
www.internabroad.com
www.interns.com
www.internstudyaibbean.com
www.internweb.com
www.vault.com