



Uka Tarsadia University

Summer Internship – Students Guide



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1. Internship Checklist

- a) **Learn the internship process:** When you begin looking for an internship, it's important to ask yourself the following questions.
- Why are you looking for an internship and do you really need one (does your program require one?)
 - Have you identified a few areas of interest or skills that you would like to develop?
 - Are you using this experience to obtain work experience only, or for academic credit, or for some other reason?; Do you know how to go about obtaining academic credit for an internship?
 - Have you considered other options to gain work-related experience other than an internship?
- b) **Establish goals and clarify what you want:** When you decide to do an internship, there are many related issues you need to consider as you clarify your needs. Here are a few:
- Are you looking for an internship in a specific industry (like government or education) or are you looking for something that is related to your academic major?
 - Do you need to do your internship in a certain geographical area or are you willing to travel anywhere to find the perfect internship? If you are willing to travel, have you considered whether or not housing is provided for interns.
 - When do you plan on doing your internship---during the academic year or in the summer?
 - Are you able to do an unpaid internship?
- c) **Determine if you need academic credit:** Many academic departments have a series of requirements that students must meet. If you are hoping to get academic credit for your internship experience, there are a few things you need to know.

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- In order to be considered contact your academic department (link to various academic departments that offer internship opportunities for credit) to determine if they have an internship course or curriculum and if there are any specific academic requirements or prerequisites in order to receive credit.
 - Students must get internship approval for academic credit BEFORE accepting an offer or beginning the internship. Normally, students must be registered for academic credit before the start of an academic semester.
 - Know the deadlines. For academic courses, there are application deadlines set by the university as well as the employer.
- d) **Consider other ways to get experience:** The internship isn't the only way to gain work-related experience here at UTU.
- There are a number of other opportunities to take advantage of. Here are a few:
 - Through service-learning. The Center for Leadership and Services is open to all students who are interested in helping a wide variety of local non-profit organizations.
 - Through volunteering Students can use Career Services to access many volunteer opportunities.
 - Through professional associations and organizations
 - Through Cooperative Education
 - Develop a search strategy & use appropriate resources
- e) **Go to your Training & Placement Cell office that is associated with your major and degree and also register with that office's website**
- Write a resume and have it critiqued by your career counselling cell
 - Attend workshops that pertain to internships and how to conduct a job search
 - Network with professional associations or develop a network that includes family, friends and faculty members.
 - Attend job fairs during the fall and spring semesters.

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- Utilize UTU alumni groups via LinkedIn.com, Facebook and other social media outlets
- Utilize Panther Job Link and/or Careers opportunity displayed on the notice board and on the University website
- Contact your T & P Cell/department for potential job postings/opportunities

f) Practice your interviewing skills

- Schedule a practice interview session with your career counselling cell
- Participate in on-campus interviewing practice programs
- Research your internship position and the company with whom you will be interviewing
- Prepare a list of questions you would like answered during the interview
- Send a thank-you note to the person who interviewed you immediately after the interview

2. Internship Strategies

a) How to balance an internship

- **Time Management:** Remember that most internships are part-time, and are set up by employers who understand students need for flexibility in their schedules. Even full-time students, who have part-time jobs, can still fit a part-time internship in. It may require to work a few hours on certain days, but the experience and the skills gained are worth the small sacrifices. For assistance on learning how to balance an internship visit a T & P /counselling Office.
- **You can do it!!!:** College is about more than just learning in the classroom. It is a crash course on how to begin organizing a schedule, balancing responsibilities and priorities, and ultimately learning how to set and achieve goals. It is normal for students to get frustrated and feel overwhelmed at times, but there are wonderful resources on campus to help guide students through the process. Professors, classmates, academic advisors, and the T & P /counselling Offices are willing to provide support.

b) How to leave an internship on a positive note

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- Thanking staff/supervisor Send personalized emails or notes to everyone worked with over the course of the internship to emphasize gratitude for the opportunity and experience gained. Failing to properly say thank you before exiting an internship does have negative impacts with employers.
- Conduct Informational Interviews Ask employees at the internship for 5-10 minutes to go over any last questions. It is also beneficial to ask any supervisors for their thoughts on student performance, and what can be done to improve and succeed in the field.
- Offer to continue to help Volunteering to continue to work on a current project, or take on a new one, like a company blog or event idea usually has positive impacts with employers
- Ask for a Letter of Recommendation If a letter of recommendation is needed it's best to mention this with plenty of notice, usually at the beginning of the final month with a reminder within the two weeks left. Employers understand the need for references when moving on to the next endeavor. To help the process students can compile a list of projects that were worked on as a reminder the writer.
- Stay in Touch Adding contacts to a LinkedIn profile is a nice way to keep employers or former interns in your network and provides a quick means of contacting them. A LinkedIn profile is less likely to change than an email address, especially when people change jobs.

3. Dos

- a. **Arrive on time.** Plan on getting there ten minutes early, so you have time to park, get through security, or catch a late bus. Try a practice run the week before you start your internship so you know how long your commute will take. Show professionalism by walking in the door on time and starting your work in a timely fashion.
- b. **Take initiative.** Interns often have downtime during the day. Look around for interesting projects and volunteer to help. It's a good way to learn about the business. Just make sure you don't sacrifice your assigned tasks in the process.

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- c. **Show enthusiasm for your work.** Be gracious in accepting assignments, even those that don't interest you. Who knows, they may turn out to be your best opportunities to learn.
- d. **Find a trusted advisor.** The one thing you can predict is that unpredictable situations will arise. Your boss might ask you to work late once too often. Your colleague could make mistakes that you catch. Maybe you want to change departments. Find someone who can help you handle these sticky situations.
- e. **Think before you react.** The workplace can be unnerving and professional behavior is always expected. When something seems unfair or overwhelming, take a few deep breaths to calm yourself before you respond.
- f. **Use every opportunity to build your network.** Create a document to keep track of your contacts and manage your relationships with them. Your colleagues, supervisors and fellow interns can be valuable business contacts throughout your career.
- g. **Keep building your network after your internship ends.** Send birthday cards, interesting articles and updates on your plans in order to keep lines of communication open. Make sure your correspondence is individualized so it feels personal, not mass produced. Each networking email or note should go to only one person.
- h. Do try to obtain at least one internship during your college years. And do try to get multiple internships.
- i. Do set specific goals for yourself and each internship. Know what you want to accomplish with each internship.
- j. Do expect to be treated professionally. And do act professionally at all times.
- k. Do utilize your network of family and friends to the fullest to get leads on internships.
- l. Do try and schedule regular meetings with your internship supervisor.
- m. Do get as much exposure throughout the internship organization as possible.
- n. Do find a mentor within the organization, whether it's your internship supervisor or some other manager.

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- o. Do make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments.
- p. Don't expect all internships to be paid. We wish they all were, but many are not. And do at least consider accepting both paid and nonpaid internships; some of the best internships may not be paid.
- q. Don't expect internships to just be handed to you; internships must be earned, as with any job.
- r. Don't pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry.
- s. Don't be afraid to ask questions. And do be open to learning new skills and methodologies.
- t. Do take advantage of job and career fairs to scout possible internship opportunities.
- u. Don't forget to take advantage of the career counselling cell at your college — they typically have leads to numerous internship opportunities.
- v. Do be sure you have a dynamic cover letter, a superior resume, and polished interviewing techniques.
- w. Do send thank you letters to all people who interview you — and all the people who help you find an internship.
- x. Don't ever give up in your internship quest. And do exhaust all possible internship leads.
- y. Do enjoy your internship — even when you are doing the inevitable grunt work many interns do as part of “paying your dues.”
- z. Don't burn any bridges — even if your internship was not the best.
- aa. Do keep in touch with key coworkers from your internships — and do cultivate them to become part of your network.
- bb. Do read our article, How to Find Your Ideal Internship.
- cc. Do read our article, Making the Most of Your Internship(s).

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4. Don't

- a) Don't expect all internships to be paid. We wish they all were, but many are not. And do at least consider accepting both paid and nonpaid internships; some of the best internships may not be paid.
- b) Don't expect internships to just be handed to you; internships must be earned, as with any job.
- c) Don't pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry.
- d) Don't be afraid to ask questions. And do be open to learning new skills and methodologies.
- e) Don't forget to take advantage of the career counselling cell at your college -- they typically have leads to numerous internship opportunities.
- f) Don't ever give up in your internship quest. And do exhaust all possible internship leads.
- g) Email like you text. Slang, abbreviations and emoticons are fine for home but not for work.
- h) Spend any time on Facebook or Twitter. Social media has no place in the office (unless you are a social media intern).
- i) Dress for a night on the town. Your clothing choice shapes first impressions, so the wrong choice can do irreparable damage. Dress code varies in different offices, but interns should always dress conservatively. If you would wear the outfit to go out at night with your friends, chances are it is not appropriate for the office. Remember – a successful internship experience today can lead to a potential job tomorrow – either at the same company or through a reference. So make the most out of summer internships!

5. Tips for becoming successful Intern

- 1. Define with clarity your internship goals in advance. Come up with at least 5 things that you want to get out of the experience.



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2. Seek paid internships that also offer college-credit, but most importantly pick the one that will give you the very best experience.
3. Avoid internships where you are doing repetitive tasks for the majority of the time. Many jobs are routine. Learn from them.
4. Choose an internship that teaches you something that may be of value to you in the future.
5. Explore organizations that interest you, and if necessary, create your own internship and propose a plan to the employer.
6. Obtain a detailed job description that communicates what is expected of you. Know the success criteria for your internship.
7. Dress for not where you are, but for where you want to be. Appearance matters.
8. Establish a plan of action. Spend time early on with your supervisor and chart out the objectives of the internship.
9. Get clarity on the training and instruction you will receive about how to carry out your job.
10. Arrange to work your internship for as much of a full-day as possible. Longer blocks of time will optimize your experience.
11. Keep an internship journal and review it every two weeks. Reevaluate your goals, expectations and performance regularly.
12. Remember an internship is short-term experiential-education. If you don't like it, there are still valuable lessons to be learned.
13. Build your reputation in the first few days with your attitude. Each day it must be a positive and enthusiastic one.
14. Demonstrate that you are a "quick learner." Be productive and efficient early on in your internship.
15. Manage your supervisor. There is no guarantee that you will get a good one. Deal with it.
16. Show that you need little supervision. Ask for feedback on a regular basis.



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17. Think from the employer's and supervisor's perspective. Come up several with ways you can exceed their expectations.
18. Observe your supervisor's management style, the culture, co-workers and how work gets done.
19. Establish trust with your supervisor that you can work on your own. You will be valued.
20. Know your supervisor's pet peeves and simply avoid them.
21. Make your supervisor and the department look good. That's your job.
22. Find a mentor that can show you the ropes. Sometimes your internship supervisor is useless; find anyone that will invest in you.
23. Strive to be a good mentee; asking and listening should be your focus.
24. Continue to ask what needs to be done; take initiative when appropriate.
25. Pitch in and help out whenever possible. It will help you bond with the team. Steer clear of office politics.
26. Have integrity. If you say you will do something, keep your promise. Don't make excuses. Excuses will not serve you well.
27. Develop superior communication skills. Communicate, communicate and communicate even more.
28. Make the internship a top priority for your personal and professional development.
29. Landing job interviews is based on your education, experience and extra-curricular activities, not simply a high GPA.
30. Meet with as many people both internally and externally; anyone can be a potential source of networking connections.
31. Seek to reduce the amount of work, not create more.
32. Prove that you are reliable and honest. The organization is watching you. Your flaws and strengths will be noted.
33. Show up each day ON TIME and ready to work; stay late – it looks good.



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34. Create a “Resume Business Card” that you can use during your internship when you want to make valuable connections.
35. Add your internship experience to your LinkedIn Profile. Be sure to obtain at least one recommendation on the site.
36. Remember, Givers Get! Avoid being a “Taker” all the time.
37. Develop a polished professional phone personality. Come across as confident and customer service oriented.
38. Great interns are often given job offers; good interns are not.
39. Be motivated and energetic – people will notice. Say “please” and “thank you” habitually. It costs no money.
40. Gain as many new skills or technical proficiencies as possible.
41. Collect as many internships as possible. NOW is the time to explore and experiment! You won’t have time after graduation.
42. Bring a fresh perspective to the office, but don’t force your ideas and risk alienating others.
43. Understand the value people put into simple work habits. It goes a long way.
44. Manage your reputation at your internship. It can either help or harm your job search once you leave. References matter!
45. Network. It’s the number one job search strategy. The more connections you can leverage the quicker you will land an offer.
46. Meet with your internship supervisor when the experience is over; discuss what you learned and how you can improve.
47. Write a sincere thank you note soon after the internship is over to express your appreciation for the opportunity you were given.
48. Revise your resume with the new internship on it; have it professionally critiqued by a trained career counselor.
49. Allow the internship to reshape and redefine your career goals.

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50. Take everything you have learned (good and bad) and move forward to your next internship or opportunity.

6. Characteristics of Good Intern

We want to give you some helpful advice on how you can absolutely thrive during your internship. Of course there's more than 10, but the following are the top 10 things every intern must do:

- a) **Tip #1: Take Initiative** : Inspired by a recent Harvard Business Review Article, taking initiative is the single most important thing you must do during your internship. Your job is to make your boss' life easier and produce results. Always try to anticipate what your boss needs and deliver it before he or she asks.
- b) **Tip #2: Work Hard**: To state the obvious, you must work hard. Every day you must have the mentality that you're going to give 110% effort in all that you do. Once you leave after completing your internship your boss may forgot a lot about you, but if you worked hard, he or she will never forget that.
- c) **Tip #3: Be Humble** : Most interns aren't humble. Don't be that intern. Cultivate a sense of humility in your life in and out of work. Nothing is more attractive than humility and nothing is more unattractive than arrogance. Pride comes before destruction and humility comes before honor. Which do you prefer?
- d) **Tip# 4: Under Promise and Over Deliver**: This is a sure fire formula for success. Credentials are good but results are better. You got in the door but to stay in the door you must produce. Period. Under promising and over delivering in everything will help you in that area.
- e) **Tip#5: Be Quick to Listen and Slow to Speak** : The last thing you want to be known for is the intern who talked too much. The more you talk the less people listen. The more words you use the less power your words will have. Listen twice as much as you talk and you will thrive in your communication.
- f) **Tip #6: Treat Everyone Equally**: Always show respect for everyone and never show partiality because of someone's status or position. Treat everyone the same and treat others the way you want to be treated.
- g) **Tip #7: Never Feel Inferior**: The moment you feel superior or inferior your identity is in the wrong place. In one sense you must be humble, but in another

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you must have confidence. If you don't believe that you can get the job done, no one else will. Be confident and don't feel inadequate.

- h) **Tip #8: Ask a Lot of Questions:** I can't stress this enough. Ask as many questions as you can. It's better to ask a stupid question than it is to make a stupid mistake that could have been avoided. Your boss knows you're an intern and they expect you to ask questions. Never hesitate to do so.
- i) **Tip #9: Be Observant :** Perhaps the most shocking thing I learned while interning is the amount of gossip and immaturity that is prevalent within the workforce today. Some people in their forties still act like they're 14. Take note of everything—avoid the negative things and imitate the positive ones.
- j) **Tip #10: Take Advice :** The main question one always ask at the end of our time together is, "What's the biggest piece of advice that you have for me?" Executives love to answer that question and I have learned a great deal from doing so.

7. Annexures/Formats

- a) Format of NOC Letter
- b) External Guide assessment form
- c) Internal guide assessment form
- d) Internship report format