

# Internship Success Strategies



Work Experience Education is partnered with your internship to guide you. If you need help or have any challenges in the workplace, contact your instructor. Don't wait, reach out early. Many students traverse through the program and your situation has most likely occurred before. Your instructor knows what to do or how to help you navigate it. We are here for you.

01

## INTRODUCE YOURSELF

Take the time to introduce yourself to everyone in your new department and find out what their role is.



02

## SET GOALS FOR YOUR INTERNSHIP

You and your supervisor will set learning objectives. Make your learning objectives and your internship work for you.



03

## OBSERVE YOUR SURROUNDINGS

When you first arrive, you will want to observe and consider how you can complement the organization.



04

## PROFESSIONALISM IN THE WORKPLACE

Mind your manners, dress appropriately, show up on time to work, say thank you, follow through and be confident.



05

## STAY ORGANIZED AND ON TASK

When you are motivated, enthusiastic, and efficient you have a better chance of being hired full-time and/or getting a strong recommendation when the internship ends.



06

## TAKE TIME TO REFLECT

Get in the habit of tracking your work. This will help you write your reflection when you are done with your course, meet with your supervisor for a final evaluation and update your resume for your next professional endeavor.

