How to Be the Best Intern
Internship Expectations

• Complete your work as agreed on.
• Act professional to be treated professionally.
• Be challenged in your skills and thinking.
• A learning curve: you don’t know it all.
• Show them you want a job at graduation.
• Be teachable and respectful.
• Follow dress code.
• Do what they ask.
Internship Expectations

• Being early is “on time” and on time is “late”.
• Don’t interrupt—wait to speak. You are there to learn, so look and listen more.
• Pick up office cues from the veteran employees.
• Everyone wants to be heard, so don’t discount older co-workers who are not as tech savvy.
• Deadlines and assignments are real, not guidelines.
Internship Expectations

• Follow the dress code and expectations—lack of knowledge is no excuse.
• Find out about facial hair, dyed hair, piercings, and hair length.
• Remember the organization sets the standards.
• You may need some specific new cloths. Thrift stores and Goodwill are cheap and helpful.
Negotiating Your Internship

• As you plan your internship, think about what you want to do after graduation.
• A good internship should confirm or deny a career direction or course of action.
• Internships for credit have school requirements—Internships not for credit do not.
Internships for Credit

• Learn the requirements from the source—your faculty internship supervisor.
• Find out what requirements are negotiable.
• Talk through what you know about your internship with your faculty supervisor.
• Take notes and summarize and clarify expectations.
• You will need to do the work here, no one is just giving it to you.
Internship Requirements

• Know your requirements and be prepared to discuss them in detail.
• Ask if the requirements can be met.
• If there is hesitation, then propose alternative ideas to meet the requirements and make it work.
• Take detailed notes and summarize and clarify expectations. You have to brief your faculty supervisor.
Career Services

• No matter what kind of job you want, Career Services helps you prepare.
• Make an appointment with Patrick Friedline, the Associate Dean of Career Services.
• Email patrick.friedline@moody.edu with options for when you can meet.
• Call (312) 329-4414 to make a phone appointment.
• Use Zoom for a video call.