

**EVEN BEFORE THE INTERNSHIP BEGINS**

- Do some research about your internship's organization beforehand: organization's website, 'google' your sponsor/supervisor, check LinkedIn Profiles for organization's staff, etc.
- Think about what you want to learn and gain from the experience.  
This can help you to formulate questions to ask throughout the experience.

**BE PROFESSIONAL TO GET THE MOST OUT OF THE EXPERIENCE**

- When you discuss your start and end dates, also ask for the expected work day hours
- Dress nicely and appropriately. It is important to talk with your supervisor about dress code.
- Arrive on time, early if possible on first day. Be on time every day.
- Bring notebook and pen/pencil on the first day.
- If circumstances arise for a potential change in your work schedule (become ill; family matter; train is running late, car breaks down, etc.) CALL or talk to your sponsor (not text or email) to inform them of the situation.
- Be attentive, engaged and look (be) interested.
- Offer to assist on, or contribute to, projects of interest.
- Always follow through on what you mutually agree upon in a timely fashion.
- If you do not completely understand an assignment, get clarity. However, first take initiative to investigate and consider the problem at hand.
- Do NOT text or use your cell phone while you are working.  
Keep your cell phone turned off during the times you are 'working'. Even a vibrating phone is distracting.
- Do NOT conduct personal internet browsing or posting during work time and never from the organization's Computers.
- ALWAYS consider tweets and posts carefully. Do they represent you well professionally?

**TAKE ADVANTAGE OF THIS OPPORTUNITY TO LEARN FROM INTERNSHIP "COLLEAGUES"**

- READ the "Networking Guide" on the Networking and Mentoring CCPA webpage!!
- Ask if you can sit down and seek info/advice with some of your "internship colleagues"
- ASK QUESTIONS, take notes, and get business cards, if possible! Think about questions related to: her/his career path; graduate school; experiences in college; advice for breaking into field; things they would have done differently; trends in the field; tips and advice, etc.
- Seek input on your resume & LinkedIn profile.
- Even though you see them daily, within 24 hours send a short email thank you for their time and advice.

**BE APPRECIATIVE AND SEND A THANK YOU NOTE/EMAIL**

- Send a thank you note or email to your internship supervisor and "mentors" you may have developed during your experience. We recommend sending this within a day or two after you complete your internship.