

INTERNSHIP ORIENTATION UNDERGRADUATE STUDENT SUCCESS INTERNSHIP PROGRAM (USSIP)

University of California Merced

UCMUSSIP

ACTIVITY

- Strengths Finder Discussion
 - How do your potential strengths affect your work style?
 - How will you use them to your benefit?
 - How do your potential weaknesses affect your work style?
 - What will you do to ensure your success?

HOW TO MAKE THE MOST OF YOUR INTERNSHIP

PUT YOUR GOALS IN WRITING

- Goals should be SMARTER
 - Specific – Precise, targeted terms
 - Measurable – Means for tracking (how much by when?)
 - Accountable – Write it down or share it with someone
 - Resources – Who or what can help you?
 - Time Frame – Completion dates
 - Evaluate – How have you done? How will you get feedback?
 - Record – Write down your success and what you learned.

PRACTICE

- Select an area of strength you would like to reinforce and a developmental area you would like to work on. Turn these into SMARTER goals.

GAIN TRUST EARLY ON

- When you come in as an intern, you will have to prove yourself in the work world. To show that you pay attention to detail, follow instructions, and care about quality, do a great job even when you're handed boring tasks. Eventually, someone may let you try something more interesting.

PAY ATTENTION TO OFFICE CULTURE

- Observe how others in the office act, and mirror that. If they are compulsively on time for meetings, you should always be on time, too. These details may sound trivial, but they will help you stand out compared to other interns.

DRESS APPROPRIATELY

There is no intern exception in the dress code, and yet interns sometimes go to work wearing

- flip-flops
- ultra-low-rise jeans
- visible bra straps

If you look like you are dressing for a class rather than a job, you are signaling that you do not take your job seriously. Dress for the part you want to play.

TREAT THE INTERNSHIP LIKE A REAL JOB

- If you want the employer to take you seriously - take the job seriously.
- Remember that your work will have an impact on the organization.
 - Your contributions (and your mistakes) affect other people.

TAKE YOUR WORK SERIOUSLY

- In many jobs, mistakes are much more serious. If you do make a mistake, make sure you handle it correctly. Do not try to cover it up or make excuses. Own up and fix it. Then tell your boss it won't happen again—and make sure it doesn't.

FOCUS

- Do not use social networking sites (unless it is part of your job) or text with friends throughout the workday.
- Could influence supervisor's opinions of your work focus and ethic.

PRACTICE GOOD TIME MANAGEMENT

- Interns have a lot on their plates
- Important to be organized
- Be careful not to take on too much
- Inform supervisor you cannot complete a project by the deadline.

TAKE INITIATIVE, BUT ACCEPT GUIDANCE

- Employers will be impressed if you are eager to help — but do not simply sign up for everything.
- Jobs done well is better than twice as many done badly, or not completed.

BE RESPECTFUL, BUT ASSERTIVE

- Interns should expect to both be taken out of their comfort zone and to do boring but necessary tasks with good grace.
- If you feel you are being taken advantage of, you must speak up.

SOCIALIZE (WITH A FILTER)

- Since you are treating this position like a permanent job, you will want to take the time to get to know your new colleagues.
- Limit the socializing with friends and peers
- Limit the amount of personal information you share and how you behave while socializing

NETWORK

- Aside from socializing, you will want to network with your new colleagues.
- Take the opportunity to build as many quality relationships
- Practice: Work the room and meet 3 new people.
 - Name
 - Major
 - Career Goal
 - Fun Fact

LEARN FROM YOUR COWORKERS

- Ask.....
- How did they get into the field?
- What do they like about it?
- What do they find challenging?
- What advice do they have for you?
- Discuss with co-workers your career plans, and let them know you are open to advice, both now and in the future.
- Co-workers can be helpful by sharing job leads, recommending you for a job, and suggesting various career choices.
- People are happy to help, but they might not offer if you don't ask.

YOUR MENTOR

- While it may seem intimidating, ask your supervisor or someone in the office you admire out to coffee, tea or lunch to learn about their experience at the university and ask for any words of wisdom.

ASK QUESTIONS & REQUEST FEEDBACK

- Do not be afraid to ask questions and step outside your comfort zone. This shows that you are willing to learn and have a genuine interest in the job and department.
- During your internship, ask for meetings with your supervisor from time to time to assess your progress.

CHALLENGE YOURSELF

- Try to challenge yourself by doing something you have never done before.
- Utilize your coworkers and supervisors to learn and develop your industry skills.
- New skills will enrich your professional portfolio

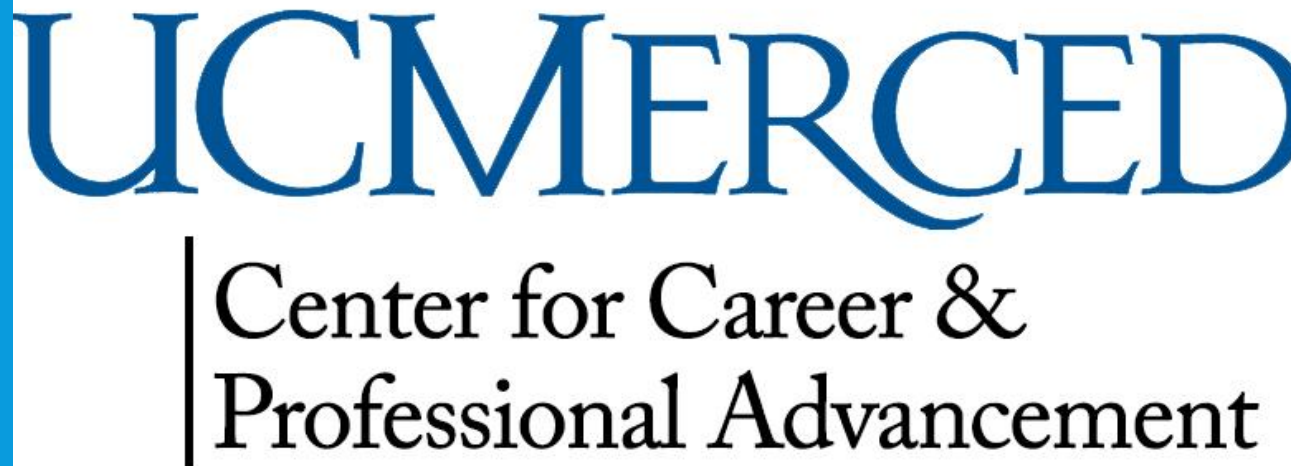
KEEP TABS ON YOUR ACCOMPLISHMENTS

- Keep track of specific facts and figures about your internship performance.
- Update your resume throughout your internship experience

HAVE A TAKEAWAY

- What did you learn?
- What did you like?
- What did you dislike?
- How can you apply your new knowledge to reaching your career goals?

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