

# INTERNSHIPS

## GUIDE TO A SUCCESSFUL INTERNSHIP

### Dear Student and Supervisor,

We hope you find this internship to be a mutually beneficial experience. A successful internship allows the student to gain valuable experience related to his/her career goals, while providing the supervising organization with operational assistance. Please meet with each other before or at the beginning of the internship period to discuss your expectations of the internship experience. Please see below for ideas on how you may each take advantage of the internship to achieve the greatest benefit.

## STUDENT: Make the Most of Your Internship

### BE CURIOUS

Take advantage of your unique position as an intern to learn as much as possible about the field, industry, and company. This will help you make more informed career decisions and give you an edge on your competition during your career search.

### EXCEED EXPECTATIONS

Go above and beyond. Be approachable and eager to help. Volunteer for additional assignments. As you take on more responsibility people will begin to trust and depend on you — you just might make yourself indispensable!

### EXTENDED INTERVIEW

Consistently show your employer that you have the qualities to be successful in a career position. Many internships have the potential to convert to full-time employment. If not, your supervisor is still a valuable reference for your future job search.

### MAKE CONNECTIONS

Use this opportunity to expand your network of connections. Discuss your career goals, conduct information interviews, and add your colleagues as connections on LinkedIn. You never know where your next job will come from!

## SUPERVISOR: Make the Most of Your Intern

### PRODUCTIVITY

Though low workload periods may occur, every effort should be made to keep the student occupied with sufficient, productive assignments. Student assignments should mirror those normally given to new, entry level professionals.

### RESPONSIBILITY

A gradual increase in the level of responsibility for intern assignments will serve to keep the student motivated and challenged throughout the internship period.

### RELEVANCE

Since the Internship Program is intended as an educational endeavor, each assignment should bear relevance to the student's major or the development of career goals.

### ACCOMPLISHMENT

Student interns should be involved in assignments and projects that contribute to the departmental or organizational objectives.

### PROFESSIONAL DEVELOPMENT

To help the student develop a sense of professionalism, use supervisor meetings to relate expectations of job seekers and typical career paths in your particular field.

### SUPERVISION AND EVALUATION

Plan regular, one-on-one sessions with the intern to provide feedback and discuss the student's observations about the experience. When the the internship ends, complete the evaluation form, discuss it with the intern, and return it to the Career Center.

### RISK MANAGEMENT

The company/organization will assume liability for interns working on their premises. This holds true for both paid and unpaid interns.

### LOOKING AHEAD

Should a student become a permanent employee, the investment you make now can reduce recruitment and training costs and develop a more productive employee in a shorter span of time.

If you are interested in creating an employer profile, posting job and internship opportunities, or branding your organization at UC Riverside, please visit <https://careers.ucr.edu/employers>