Maximizing Your Internship Experience

Careers.ucr.edu
(951)827-3631

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Agenda
How can you get the most out of your internship experience?

The importance of internships

Day one of your internship

During your internship

Ending your internship

After your internship
What You’ll Learn Today

At the end of this workshop, you will be able to…

- Explain why internships are important
- Reflect on your preparedness and set expectations
- Evaluate the impact of your internship on your career
NACE CAREER READINESS COMPETENCIES

Obtaining requisite competencies that broadly prepare college graduates for a successful transition into the workplace.
Why are internships important?
Why you may want to maximize your internship

- 68% Interns offered full-time employment
- 55% Interns converted to full-time employee
- 5x Interns were 5x more likely to accept a full-time offer if they were satisfied with their internship experience

NACE 2020 Internship & Co-Op Survey Report
Day one of your internship
Set your intentions

**Academic**
What do you want to learn?
Opportunities for research?
Do you need further education?

**Professional**
What skills do you want to develop?
How can you build your network?

**Self-Discovery**
What parts of the internship do you enjoy? Not enjoy?
What are you good at?
Where could you improve?
Setting expectations  
It starts on day one!

- **Position Description**
  - Review the responsibilities
  - Understand objectives and deliverables
  - Be upfront about career goals

- **Learning Contract/198-i form**
  - Create a formal or informal agreement with your supervisor

- **Standard for Feedback**
  - Establish check-ins with your supervisor
  - Ask how you will be evaluated
  - Determine how your supervisor would like to receive feedback
Be New!
During your internship
During the internship

**Extended Interview**
- Track your tasks
- Update your resume

**Be a Sponge**
- Find a mentor
- Make connections (interns and professionals!)

**Become an Expert**
- Go the extra mile

**Plug In**
- Employee Resource Groups
- Carpool
- Intramural Sports
Ending your internship
Leave a lasting impression!

- Exit Interview
- Thank You Notes
- Ask for references
After your internship
After your internship

- **Keep in touch**
  Follow up regularly to maintain your network

- **Update your documents**
  - Resume
  - LinkedIn
  - Handshake

- **Leave a review**
  Let other students know about your experience
How to: Reflect

**Academic**
To what degree was I academically prepared?
Do I need to refocus on some areas to be better prepared for my next experience?

**Professional**
How do I talk about an internship I didn’t like?
Is this something I would like to pursue further?

**Self-Discovery**
To what extend did I enjoy my experience?
What particular aspects did I enjoy? Not enjoy?
Questions?
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm except Wed. 9 am to 5 pm

Individual counseling appointments available
Schedule on Handshake

Drop-In Hours:
Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm