

Tips for Interns While On-The-Job

1. Set goals
2. Ask questions
3. Participate in all intern and company activities that you are invited
4. Share your ideas
5. If you finish your work, ask for more
6. Pack your lunch and get a good night's rest
7. Dress for the job you want, not the one you have
8. Consider your internship a three-month interview
9. Ask people if you can be of help to them
10. Explore the city...and the food
11. Exercise and drink water
12. If you make a mistake, acknowledge it, find a way to fix it, and move on
13. Connect with alumni from your school who are working at the same company or are close-by
14. Keep in touch with supervisor and co-workers after the internship; check in with friends and family during the internship
15. Follow all computer rules and lock your computer when you step away from your desk
16. Ask for feedback
17. Pay attention to your experiences, reflect on them, and jot down a few notes
18. Thank people and let them know how they affected your life and career