



Internship Preparation Zone!

Career Services

Johnston Memorial Library, ACE, 2nd Floor • 804-524-5211 • www.vsu.edu/career-services

Congratulations VSU Student!

You have accepted an internship offer! Now what?

1. Inform the VSU Career Services Internship Program Coordinator of your internship offer and acceptance.
2. Inform your Departmental Internship Coordinator or Academic Advisor of your internship offer and acceptance. Find out what the specific requirements and procedures are to obtain academic course credit. If you will be interning during the summer months, make sure that all of the logistics are taken care of in advance of departure from the University.
3. Access Trojans4Hire at www.vsu.edu/career-services and enter your Experiential Learning Placement Information.

Important Tidbits of Information

Prepare for your internship so that you can avoid feeling lost or uncomfortable. Below is a checklist to help you stay organized for the first day of your internship.

- ✓ **Company Address & Transportation.** Make sure you confirm the address with the Internship Coordinator at least one week before you start your internship and don't be afraid to ask the Internship Coordinator to recommend an easy route to get to the office from where you live. Conduct a practice drive, walk or bus ride the day before to make sure you know exactly where you are going and how long it will take to get there.
- ✓ **Where to Meet.** Where should you report and with whom will you be meeting on the first day? Know your contact's first and last name so that you can ask for him or her at security or the front desk. Have a contact number handy in case you have a problem.

Company Dress Code

Before you start the internship, understand what the company or organization dress code is and abide by it. If you are unsure of the company dress code, ask the Internship Coordinator what the company dress code reads.

What to Bring on the First Day

- Driver's License
- Social Security Card
- Laptop or iPad (Ask your employer ahead of time if you need to bring a laptop or iPad with you).

What to Expect on the First Day

Usually companies with large-scale internship programs conduct internship orientation on the first day. At the internship orientation, you learn about the company/organization policies, procedures, intern tasks, intern events, and get advice from the staff on how to make the most of your internship. Take lots of notes on the first day.

The Intern (That's You)

- ✓ Always be on time for work, meetings and assignment deadlines; use a calendar to keep track of each.
- ✓ Discuss your responsibilities with your supervisor so expectations are clear.
- ✓ Discuss the days you will need off in the beginning. Include your school vacation and exam schedule. If you are planning to take off, your supervisor will need to know.
- ✓ Write in a journal at least once a week to help you reflect upon your experience and decide what is important in your next internship or job. It will also prove invaluable when you update your resume or go on future internship or job interviews

Communication Rules, Phone & Social Media Etiquette for Interns

As an intern, you will be learning to communicate in a professional setting, most likely for the first time. Interns are commonly asked to answer phone calls for an executive or for a company. Most likely the company will train you on exactly how to answer its phones. Just remember to always be as professional and polite as possible to the person with whom you are speaking. Keep your cell phone in your pocket, car or purse and on silent – not vibrate. At select companies, interns run marketing and press campaigns over Facebook and Twitter. If the company tells you to spend time on your Twitter page or work on the company Facebook group or fan page- that's fine. Otherwise, you should not be on social networks during your internship.

Participate successfully in your internship!

Upon Return to VSU, visit Career Services to share feedback with us regarding your internship experience.