

## INTERNSHIP GUIDE

Follow these tips to have a *successful internship, tackle challenges, develop skills and leave with new professional contacts.*

1) **Be professional.** Maintaining professionalism means:

- a. Getting to work on time, ready to work and in appropriate attire
- b. Making efficient use of your time by avoiding the use of company time for personal phone calls and emails.
- c. Avoid complaining, being rude and disrespecting coworkers. Hint: A common mistake among interns and new hires is treating secretaries and clerks as being beneath them - avoid this behavior at all costs.
- d. Don't miss deadlines. If you are having trouble finishing a project on time, speak with your supervisor *before* it's due.

2) **Establish short and long-term goals and be sure to write down your objectives on how you plan to reach those goals.** Goal setting is especially important for interns - to ensure that you gain the relevant skills employers are seeking when hiring future full-time employees.

Goals are extremely important for achieving success; but, without objectives, you will not have a map on how to reach your goals. One of the biggest keys to success is knowing where you are going and mapping out how you are going to get there.

Maybe it's deciding on what area within marketing that you want to specialize, or learning new skills, or building your network. Whatever your goals, you will feel a greater sense of accomplishment once you achieve them. Hint: Setting unrealistic goals could make even a good internship seem bad, so make sure your goals are realistic and attainable in your internship.

3) **Always be willing to go the extra mile.** Coming to work early and leaving late can alert an employer to the fact that you have a strong work ethic. In addition, it's important to understand the work culture and know what's expected of employees who work in that particular company. Anticipating the needs of your supervisor can also take you a long way into becoming a huge success on the job.

4) **Ask your supervisor for things to do.** If you find that your work is done, ask for new projects or look to read company literature and/or professional journals.

5) **Be prepared to do some grunt work.** Take the smaller tasks in stride and keep your mind focused on the big picture. You may need to make some coffee or do some filing at some point but if making coffee and filing takes up the majority of your day, it's time to speak with your supervisor about your goals and expectations of the internship. One way to avoid this situation is to make an agreement prior to the internship outlining your responsibilities. Remember there are menial tasks included in all jobs and pitching in and doing your share will establish better teamwork and goodwill among co-workers.

6) **Learn something new each day.** By reading the news, journals, and periodicals that individuals in the field are currently reading, you will be gaining so much more from your internship than just what you learn during the time you spend at work. Being an active

**ART AND DESIGN INTERNSHIP GUIDELINES**

**Carefully read all information**

**BEFORE FILLING OUT THIS FORM**, please sure you have read of information posted on the *Internship & Opportunities* website <http://art.fsu.edu/opportunities/internships/>

**STUDIO ART AND DESIGN INTERNSHIP FORM**

**TO BE COMPLETED BY THE STUDENT (please print clearly)**

**NAME** \_\_\_\_\_

**FSU EMAIL:** \_\_\_\_\_

**SEMESTER OF INTERNSHIP:** \_\_\_\_\_

**Number of credits:** \_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Will you be reporting remotely: Yes/No**

**GOALS:** Please have a conversation with you internship supervisor and the professor for ART 4943 to lay out the goals for your internship. Interns should carefully consider career choice and skill set when discussing internship goals. Goals should be measureable, realistic, time-bound and attainable. Goals can be related to learning new techniques, programs, equipement; personal/professional skills such as working with others, time management and professional etiquette; or career knowledge such as learning updated information on the industry of choice.

**What do you want to accomplish through your internship?** \_\_\_\_\_

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**How will you measure your success?** \_\_\_\_\_

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**FUTURE GOALS**

In 3 sentences, describe how this internship will contribute to your field of student or your professional goals?

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**STUDENT SIGNATURE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TO BE COMPLETED BY INTERNSHIP SUPERVISOR**

Dear Internship Supervisor:

The National Association of College Educators defines an academic internship as "An internship is a form of experiential learning that integrates knowledge and theory learned *in* the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths." {NACE Position Statement, US Internships, 2011)

The Department of Art at Florida State University strives to make this the best experience possible for both you and the student. This opportunity provides our student population real world experience and a chance to learn from experts in their field. We expect our students to work hard and act professionally as they would at any other job. We also advise them to get the most out of the internship experience by setting specific goals, learning as much as they can, seeking challenges, gaining valuable feedback and applying their newly developed skills in future career opportunities.

As a part of the internship experience, we ask supervisors to provide the student with regular check-in and performance feedback and a mid-semester informal evaluation. At the end of the semester, we will ask you to submit a final evaluation survey that we will use to assess the student's performance to receive academic credit.

**NAME OF INTERNSHIP SUPERVISOR** \_\_\_\_\_

**NAME OF COMPANY (if applicable):** \_\_\_\_\_

**SUPERVISOR SIGNATURE** \_\_\_\_\_

**SUPERVISOR'S EMAIL** \_\_\_\_\_

**SUPERVISOR'S PHONE** \_\_\_\_\_

**NUMBER OF HOURS WEEKLY INTERN WILL WORK** \_\_\_\_\_

**DATES OF INTERNSHIP: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**Job description:** \_\_\_\_\_

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<p><b>OFFICE USE ONLY</b></p> <p>Advisor Approval _____</p> <p>ART 4943 Professor approval _____</p> <p>Chair approval _____</p>
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