Summary of Required Assignments for Internship Credit

All written assignments should be typed, double spaced and with 1” margins. **YOUR WRITING SHOULD BE THOUGHTFUL AND PROOFREAD.** Please submit all assignments electronically via AdviseStream. (You will be able to access the Internship Credit Program under “Programs” within 10 days after you are enrolled).

Please be aware that any of the following will result in a failing grade, which will be visible on your transcript:
- Failure to complete the 120 hours of work after beginning the internship.
- Failure to complete these assignments by the deadlines.
- Poor quality of assignments.

**DEADLINE FOR ALL ASSIGNMENTS:** Tuesday, December 18, 2018

1) Final report  
**Content:** This report should be a synopsis of the main achievements of your internship experience, including a self-evaluation of your performance and achievement of the objectives (your proposed learning objectives).  
**Details:** Reports should be a minimum of 350 words.

2) Two informational interviews and reports  
**Content:** Conduct two informational interviews with a professional in your career field of interest who can provide your insight into their work or professional path. Interviewees can be at another company/organization, or your internship site, but may NOT be your supervisor. Please review the Tips for Informational Interviewing included here as well as the informational interview guide for a list of suggested interview questions.

**Details:** **Informational interviews should last at least 30 min.** You should set aside time specifically to engage in this conversation. Each report must be at least one typed page. Reports are NOT a transcript of the conversation, but rather a synopsis of what you learned.

3) Final evaluation by on-site internship supervisor  
**Content:** The evaluation form is included in the enclosed packet. Be sure to provide your supervisor adequate time to complete the form and schedule a meeting with that person to debrief on this feedback.  
**Details:** This form must be signed and submitted (faxed, mailed, or emailed) by your supervisor to Career Services (internship@colgate.edu).
Tips for Maximizing Your Internship

Preparing for/Maximizing Your Internship

- **Learn as much as you can about the company/organization and industry in advance of your internship.** Use the Career Services website, the Internet, and your relationship with your new employer to research.
  - Company/Organization’s website: general info, annual reports
  - Current news and events: Use a search engine to look for news releases and big projects.
  - LinkedIn: review the profiles of your supervisor and other employees to understand the training and professional background of your team.
  - Supervisor: Ask for suggestions for reading material, job description, etc.

- **Be prepared to talk about your own goals and career aspirations.** Your supervisor will be more motivated and interested in helping you if you can be clear about your interests and goals. **Be energetic and positive!**
  - Why did you pick this site (or this field) to intern?
  - What have you done in the past that led you to choose this opportunity?
  - What is your next step? What do you hope to gain from this internship that will prepare you for future moves?
  - About what are you curious?

On-site success

- **You never get a second chance to make a first impression**
  - Attitude is KEY—be open-minded for new experiences and do your best work regardless of the assignment.
  - Arrive early and don’t be the first to leave. Communicate schedule conflicts well in advance.
  - Dress appropriately throughout the experience. Professional clothing should be clean and pressed.
  - Accept invitations for professional social engagements, if you can—give colleagues the opportunity to get to know you.
  - Make it a habit to turn off (not mute) your cell phone on site!
  - Do not use employer time to surf the internet or do personal email/IM/Facebook, etc.
  - Be polite to EVERYONE you meet, your peers and colleagues are valuable potential members of your professional network.

- **Establish a professional working relationship with your supervisor**
  - Set up a time to speak with your employer to understand both of your work styles—how to best communicate work-related tasks, performance feedback, questions.
  - Ask clarifying questions when clarity is needed—never assume.
  - Understand your resources—who/what are resources available to you to perform well?
  - Address and work together to resolve dissonance—do not let issues fester, but address them before they have a significant impact on your work, or your enjoyment of your work.
  - Show initiative—ask for a greater role if you are not being challenged. You may have to propose what that role may be.
  - Set up mid-experience performance review to gain feedback on your work.
  - Always leave on a positive note- Be sure to write a thank you note to your sponsor.
  - Maintain your relationships with your colleagues/supervisor even when you don’t need anything from them.
Preparing for networking

- Understand that the value of networking extends beyond a person’s ability to give you an internship—take time to speak with people (professionals, alumni, peers) even if the “gain” for you is not apparent.
- Be genuine, be yourself
- Be prepared to speak about Colgate
- Be prepared to speak about yourself (see notes above).
- Plan ahead, it may take time to coordinate schedules and set up conversations.
- Follow up promptly with a thank you note.
- Explore continued relationships with contacts…informational interviews, job shadow experiences, strategy conversations for entering their fields, exploring locations, and more.

Most of all…Enjoy your experience!
Informational Interviewing: Tips for Success

This list is an informal collection of personal experiences and views from Colgate’s Alumni Corporation Board of Directors. To sharpen your informational interviewing skills, we encourage you to work with the Career Services staff, take advantage of on-campus sessions with alumni and company information sessions, and let us know how we can help. In the meantime, we hope you find this tip sheet useful.

1. What makes an informational interview successful?

Be prepared.
- Do your homework. The more prepared you are, the easier it is for me to help you.
- Know what you want from the conversation. What do you want to learn about? Are you looking for advice, information, feedback, referrals?
- Don’t focus on questions you can research in advance (ie. company, industry). Do focus on personal questions, such as “a day in the life” and what I like/dislike about my work.

Lead a productive conversation.
- I want you to leave knowing more about my industry, company and/or specific career options.
- It’s ok to call and explore options if you don’t know exactly what kind of job you want. But let me know at the outset. Don’t make me guess what you want out of the conversation.
- I don’t feel helpful if we blast through a checklist of too many different questions. Let’s discuss fewer topics in greater depth.

Be gracious.
- Work on your tact and communication skills all the time. Proof notes and e-mails for errors.
- Focus on the appropriate level for your experience. Sometimes students are too aggressive/not realistic about the type of job in which they might start.
- The more appreciative and respectful you are, the more I want to help.
- I will not refer students to one of my contacts if I don’t think they will handle themselves well.

2. What are the most common mistakes info-seekers make?

Not being prepared.
- Not doing preliminary research.
- Not coming prepared with questions.
- Not having any idea about what type of work I do.

Confusing informational interviews with job interviews.
- Asking for or trying to sell yourself to get a job. Remember – you’re there to get information.
- Assuming that my job is to help you get a job.
- E-mailing me a resume and asking for a job.

Not following up.
- I’m amazed at how often I don’t even get a personalized thank you or update call/note.
- I encourage students to stay in touch. Unfortunately, they typically don’t.
- When I refer students to other alumni and personal contacts, the follow-up is spotty. Often I don’t even know if they tried to follow up. It makes it tough to give referrals.
3. Why do I agree to participate? What’s in it for me?

I’ve been there myself.
- As a student, I didn’t know what I wanted to do. The interviews helped me narrow my options. I ruled out a lot of things that didn’t interest me.
- It helps me remember what it was like to be looking for a job right out of college.
- I graduated in a very tough economy and job market, and I remember what that was like.
- Other people were very helpful to me, so I am happy to repay the favors to others. I hope that, in turn, those that I help will pass along the favor when people seek them out.

I’ll be there again.
- I’ve gone through many career transitions – and expect to go through more. Helping others makes me feel more comfortable and skilled when I need to ask for help.
- It helps build my network for future business and professional contacts.

I enjoy it.
- I like helping students.
- It helps me feel connected to Colgate.
- I’m proud of my work and accomplishments. I enjoy seeing others benefit from my experience.
- It helps me get a fresh perspective on my own career, industry, company.
- I like talking about my job. Talking about what you do helps you focus on the good things and put some of the difficulties in perspective.
- Even in my job we have slow periods – and it’s a good way to use downtime.

4. Here’s some parting advice and encouragement we want to share…

- Talk to as many people as you can – the more you talk to people, the more you learn.
- The more direction you get by learning about companies and careers, the easier it will be to get a job. Employers like to see people who are focused and dedicated.
- Be creative in your search. Certain fields have always required an “invent your own search” technique. In a tough market, these techniques are important in all fields.
- Don’t let the frenzy of the recruiting cycle or the job choices of your peers become your benchmark for success. Keep exploring alternatives until you find what’s right for you.
- Don’t expect the person you are interviewing to hand you the perfect wisdom, the secret of success – or a job. Do expect honest discussions and personal insights.
- It helps to send a letter or e-mail before you call alumni, letting them know who you are and why you are contacting them. They will look forward to your call.
- If your informational interviews aren’t going well, ask your contacts for feedback. At least you’ll learn how to make your next interviews better.
- Pick up the phone and call!
“Tell Me a Little About Yourself” –
Informational Interviewing and Networking

“So, tell me a little about yourself” is one of the most common requests for information in information interviewing, networking and interviewing, and simple as it sounds, is also one of the most difficult to answer. We recommend that you work on creating your “story” now so it won’t seem intimidating when it is asked.

Your response to “tell me about yourself” will need to be customized both in length and in content depending on the context, audience, and objective. For informational interviewing and some networking, it will be 45 to 60 seconds long, with a broader focus; for networking with higher level individuals or for interviewing, it will be closer to two minutes with the content focused on the position you are targeting.

To craft a response to “Tell me about yourself” for an informational interview, make sure that you ask yourself and answer “What are the top three or four things this person should know about me?” As a starting place, you should focus on:

- Academics, including research assignments, group projects, intended extended study or study abroad experiences. Think about what attracts you to your favorite class or your concentration.
- Key (but not all) extracurricular activities
- One or two of your favorite accomplishments in summer learning experiences, jobs, extracurricular activities, or coursework
- Your interests and strengths demonstrated by those accomplishments (and where you are considering applying them post-Colgate, if you have an idea)
- What you would like to know from the individual

Here’s an example created by Lauren, our former Programming Intern.
(45 – 60 Seconds): You are speaking to an alumna/us contact you obtained through the Colgate Connection for career exploration advice.

“An English concentrator, I have always wanted to be involved with in a marketing, advertising, or public relations role because of the emphasis on language and individuals. I have significant experience with event planning and management and advertising through my work as Co-President and Publicist of Class Council, and as the Programming Intern with the Center for Career Services. This past summer, I also had the opportunity to work as a market research intern for NBC. My experience with NBC increased my interest in the media industry, but I am still exploring whether marketing, advertising, or public relations is the best fit. Would you mind telling me about your own experience in this field and a little bit about the industry in general?”