What you need to know before you go!
Overview

This orientation is designed to help prepare you for and make the most of your internship experience.

After completing this orientation module, you’ll take a quiz over the material covered.

You must achieve an 8 out of 10 in order to be eligible for the internship subsidy.
So I have an internship...now what?

- Understanding *what an internship is* and *how you can be successful* as an intern are important in leveraging this experience in the future.

- **What is an internship?**
  - An internship is defined as a paid or unpaid position taken for the purpose of *exploring a given career field or preparing for future studies or employment.*
So I have an internship...now what?

• You should approach your internship as a summer-long learning opportunity - and interview.
  
  – Whether you hope to continue with the organization/industry or recognize that a different path is for you upon completing your internship, your behavior and performance during the internship will reflect your potential to future employers, impact future prospects, and strengthen Vanderbilt’s visibility in the marketplace. So take the internship seriously!

• Ultimately, the success of the internship is up to you.
What should you do before your internship begins?

• Communicate with your faculty sponsor before your internship begins about the learning goals for the summer.
  
  – It’s important to remember that internships are an *academic-related experience* and regular communication with your faculty sponsor will help you fully benefit from this experiential learning opportunity.
  
  – Determine the number of hours per week you will be interning with the organization. If during the internship you feel that you are interning excessive hours and being exploited, speak with your faculty sponsor and/or Associate Dean immediately.
What should you do before your internship begins?

• Research the organization or review your notes from the interview.
  – Who are the key players?
  – What is the latest news with the organization?

• Ask about appropriate attire for the office.

• Confirm who, when, and where you should meet on your first day.

• Read carefully all the information Human Resources sends you and check to see what you need to bring with you, e.g. a driver license to create your work ID?
What should you do before your internship begins?

• Once you’re settled in town, **take a practice trip to your internship site**. Whether by foot, car, metro, helicopter, or horse, make this practice run **at the same time of day you will be leaving** to ensure you arrive on time. **You may be surprised at the amount of time your commute takes.**
What should you do before your internship begins?

• Avoid surprises and last minute stress: Lay out what you’re going to wear (clean and pressed), and the items you need to bring with you the night before your first day on the job.
A Few Notes About Appropriate Attire

• DO NOT confuse *Business Casual* with *Casual*.

  — *For Women*: Khaki, corduroy, twill or cotton pants or skirts, neatly pressed. Sweaters, cardigans, polo/knit shirts, or tailored blouses in cotton, silk, or blends.

  — *For Men*: Khaki, gabardine or cotton pants, neatly pressed. Sweaters or cotton long-sleeved button-down shirts, pressed, or polo shirts or knit shirts with a collar. Tie optional.
A Few Notes About Appropriate Attire

• Flip flops, tank tops, slippers, and pajamas are generally not appropriate for the office. Avoid tight or baggy clothing.

• Every office has its own culture, so pay attention to what others are wearing. A good rule is to dress one level better than what is expected.
What should you do, and what should you ask on the first day?

• **Show up on time.** And every day thereafter.

• **Ask about organization policies and procedures.**
  – Are there HR policies you should review?
  – Who should you communicate with if you are sick or an emergency arises that prevents you from coming to work?
  – If you are full time, what is the organization’s policy regarding lunch breaks? Do they have a refrigerator if you bring lunch, etc.

• **Review your internship goals and your supervisor’s expectations.**

• **Write down the names of the people you meet and their title/roles within the organization.**
Business Behavior

As an intern, it’s important that you practice professional business behavior.

• **Email is still a form of business communication.** Follow these tips for proper use:
  - Make sure you **use proper grammar, punctuation, spelling, and sentence structure** when sending emails within the company.
  - Do not use texting abbreviations or language.
  - Make sure your subject line (you should ALWAYS have one) is succinct and accurate and use an appropriate salutation try “Dear” or “Hello” and avoid “Yo” and “Hey”.
  - **Be short and to the point.** It is difficult to interpret tone in an email.
  - Also be careful when using the “REPLY ALL” response. Many an intern has had to send out an apologetic email when accidentally clicking on Reply All.
  - Check your work email frequently and only send work-related emails from your work account.
  - If the email account has a signature feature, use it. It gives your email a professional look.
• **Ask questions** to help you understand the details of a task, assignment, project so that you save yourself time and energy doing it right the first time. *Take notes.*

• Pay attention to details. **Check and recheck everything.**

• **Be open and listen to constructive feedback.** View constructive feedback as a unique opportunity to enhance your skills. *Don’t make excuses.*
Business Behavior

- Exhibit maturity and professionalism by **avoiding office politics and gossip**.
- Keep confidential information **CONFIDENTIAL**.
- Although you may not get along with everyone, focus on improving your working relationships. Remember to remain respectful at all times.
- **Unplug.** Cell phones, iPods, social media and the Web distract you from your purpose.
Unplug

• Unless your job requires you to be on Facebook, Twitter, your cell phone, or blog site, you should **unplug yourself** from these tools.
• Turn off your personal cell phone in meetings.
• Leave your iPod in your bag.
• Use the computer for completing your internship projects, not chatting with your friends or buying that new pair of shoes.
• While the Web can be a vital research tool, **sometimes picking up the phone or walking down the hall to ask someone can be more accurate and faster.**
Workplace Harassment

Hopefully you won’t encounter workplace harassment. Unfortunately there are individuals who physically or emotionally harass others in the workplace.

We want you to be prepared to identify harassment and know what to do in the event you feel you are being harassed.
Workplace Harassment

- Workplace harassment is a form of employment discrimination.
  - According to the Equal Employment Opportunity Commission (the government agency responsible for enforcing Federal discrimination laws), workplace harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.
Workplace Harassment

• Harassment becomes unlawful when:
  – enduring the offensive conduct becomes a condition of continued employment, or
  – the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

• Offensive conduct may include, but is not limited to: offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Source: EEOC
Sexual Harassment

- Sexual Harassment is a form of workplace harassment and can resemble anything from being touched or propositioned to being addressed as “babe,” “honey,” or “stud” in the workplace.
  - The EEOC guidelines describe sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
    - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
    - submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
    - such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. (29 C.F.R. § 1604.11 [1980])
  - Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general.
What do you do if you feel you are being harassed?

• **Tell your faculty sponsor and/or Associate Dean.** He/she needs to know about these incidents and can help you decide what you should do about the situation.

• **Document what happened.** This may be hard to do, but it’s important to have a written account if you decide to pursue a complaint. While it may be hard or even painful, try to **write an objective description of what happened.**
Be Safe

• **Stay alert** and tuned in to your surroundings, wherever you are.
• Stand tall and **walk confidently**. Don’t show fear. Don’t look like a victim.
• **Trust your instincts.** If you feel uncomfortable in a place or situation, leave right away and get help if necessary.
• Try not to walk or jog alone.
• Choose busy streets and avoid going through vacant lots, alleys, or other deserted areas. At night, walk in well-lit areas whenever possible.
Be Safe

• Get to know the neighborhoods and neighbors where you live and intern.
• If you’re coming or going after dark, park in a well-lit area that will still be well-lit when you return.
• Be especially alert when using enclosed parking garages. Don’t walk into an area if you feel uncomfortable.
• When using the bus, be sure to have your fare out and ready before you leave home, office or store.
• Plan your route to use the busiest, best-lit stop possible, both to get on and off a bus. If you must wait, stay near the attendant’s stand or in the best-lit area available.
• Don’t let yourself doze off on a bus. It can make you an easy target.
Maximize Your Internship

• Take advantage of networking **opportunities** such as company meetings, trainings, or other extracurricular activities.

• **Introduce yourself to others in the office** and make an effort to get to know something about each of them.

• Where opportunities present themselves, **learn about the “big picture.”** How does your department, role, project fit within the big picture of the organizations success?
Maximize Your Internship

• **Be proactive.** If you have free time, look for, and ask for projects or tasks you can do that will make a difference.

• **Smile** while you make copies or file paperwork. Refer back to how this fits into the “big picture.” What are you copying? How are these files used?
What should you do after your internship ends?

• Ensure any project work assigned to you is completed.

• Turn in all necessary materials to your faculty sponsor to receive your grade.

• Send a thank you note to your employer for the experience/opportunity, and to anyone who assisted you during your internship.
What should you do after your internship ends?

• **Ask your employer for a letter of recommendation or a commitment to be a reference for future employment.**

• **Update your resume** and consider asking your supervisor to review it and make suggestions.

• **Stay in touch** with the network you developed as an intern.
Quiz

• Review the information in this presentation. When you’re ready, click on the link below to proceed to the quiz.

Intern Subsidy Orientation Quiz

Remember, you must score 8 out of 10 in order to be eligible for the summer internship subsidy. If you do not score 8 correct answers, you will need to meet with a coach to complete your orientation in person.