INTERNSHIP ORIENTATION

What you should know before starting your internship
Overview

This orientation is designed to help prepare you for your internship so you can make the most of your experience!

After reviewing this orientation, you will take a quiz over the material covered.

You must achieve an **8 out of 10** in order to be eligible for the internship subsidy.
Congratulations!

• 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*. 
Congratulations!

• Approach your internship as a summer-long learning opportunity [and interview!].
  • Your performance during the internship will reflect your potential to future employers, impact future prospects, and strengthen Vanderbilt’s visibility in the marketplace. Take the experience seriously.
  • Ultimately, the success of the internship is up to you.
Before your Internship Begins

- Communicate with your faculty sponsor before your internship begins about the learning goals for the summer.
- Internships are an academic-related experience and regular communication with your faculty sponsor will help you fully benefit from this experiential learning opportunity.
Before your Internship Begins

• Research the organization.
  • 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 all the information Human Resources sends you carefully and check to see what you need to bring with you.
Before Your Internship Begins

• Take a practice trip to your internship site. You may be surprised at the amount of time your commute takes.
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.
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.
Your First Day

• **Show up on time** [and every day thereafter].
• **Ask about organizational 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

• **Ask questions** to help understand the details of a task, assignment, or project so that you save yourself time and energy doing it right the first time. *Take notes.*

• Pay attention to **details**.

• **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.
Professional Email Etiquette

- It is very important that you practice professional business email etiquette.
  - 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 is succinct and accurate and use an appropriate salutation.
  - Be short and to the point.
  - Be careful when using the “REPLY ALL” response.
  - Check your 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 message a professional look.
Unplug

• Unless your job requires you to be on Facebook, Twitter, your cell phone, or blog site.

• Turn off your personal cell phone in meetings.

• Use the computer only for completing your internship projects.

• While search engines can be a vital research tool, sometimes using the phone to ask your colleague or supervisor a question can be more accurate and faster.
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.

• **Learn about the “big picture.”** How does your department, role, or project fit within the big picture of the organizations success?
Maximize Your Internship

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

• Smile & be friendly to everyone.
Workplace Harassment

• 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 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 with inappropriate names 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.

Source: Title 29-Labor Law
What 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.** It is 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.
• Stand tall and **walk confidently**.
• **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 in secluded places.
• Choose busy streets and avoid going through vacant lots, alleys, or other deserted areas. At night, walk in well-lit areas whenever possible.
• Get to know the neighborhoods and neighbors where you live and intern.
• Be especially alert when using enclosed parking garages. **Don’t walk into an area if you feel uncomfortable.**
The End of Your Internship

• 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.
• 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.

  Summer Internship Subsidy Orientation Quiz

- 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. Print your quiz results and attach to your internship approval form.