

## Tips for a Successful Internship

- *Create a Positive Workspace*  
Make sure you have a clutter free workspace that has a neutral background in case of unscheduled virtual meetings. This will help you focus and create a positive space to begin your virtual internship.
- *Develop Your Goals*  
Before you begin working with your internship site, set goals. *What do you want to get out of this internship? What do you want to learn or are there areas you want to develop?* Setting your goals for the internship before your first meeting/work day will help you articulate those goals to your supervisor.
- *Identify Your Internship Support*  
You have the Career team, your faculty, but who else? Your site supervisor? Knowing who you can go to for assistance or questions can will be one less thing to stress over when the time comes to ask for help.
- *Build a Good Relationship with Your Supervisor*  
It is naive, not to mention impossible, to think you can go into an internship knowing exactly what will happen and how everything will play out for you. One thing's for sure, though: The relationship you develop with your supervisor can and often does make or break the internship experience. The key, then, is developing a solid relationship with your supervisor- from Day 1- by continuously working to understand their needs, communicate your own needs, and implement the feedback you receive along the way. Based on what you know about your personality and your learning and communication styles, what will be important to communicate to your supervisor right away? Arranging to meet with your supervisor at least once every week to discuss what you're doing and how things are going will be beneficial in your internship.
- *Make a Habit of Regular, Deliberate Documentation and Reflection*  
We all have good and bad days, productive and not so productive ones too. Reflecting on your internship experience throughout the experience will assist you in your career development. A lot is going to happen during your internship. How can you ensure that you'll remember it all a few months or a year from now? You'll go to update your résumé, for example, or you'll be preparing for an interview, and you may not recall the many activities you did during your internship and what they taught you.

- *Evaluate Yourself and Talk About It with Your Supervisor*  
Sometimes, despite your best efforts, things don't go as smoothly as you'd like during your internship. *Maybe you're not getting to meet with your supervisor regularly enough. Maybe your respective styles or personalities are clashing. Maybe you're not getting the chance to do the kinds of things you thought you'd get to do during your internship. Or maybe some other problem(s) has cropped up.* The No. 1 rule for you and your supervisor both is to talk with each other honestly about what is going on. Don't wait for things to change on their own, and don't decide to simply ride things out until the end of your internship without saying anything. Instead, set up a meeting with your supervisor to sort things out. Somewhere near the mid-point of your internship, it will be important for you to evaluate your own performance to date-not only for the sake of knowing how you're doing, but also so you can modify your approaches and activities (and/or your learning goals), if necessary, during your remaining time in the position. It's crucial as your internship ends to get some final feedback from your supervisor. After all: This person a) works in your chosen field (or at least in a field you're exploring), and b) has seen your work for some time now, and is therefore a good judge of how far you've come and what you still need to work on. While you can have an informal discussion with your supervisor that serves as a final evaluation, you can gather (and your supervisor can offer) much more detail through a formal written assessment.

## Resources for Your Remote / Virtual Internship

### Virtual Communication Tools

Resources for delivering a virtual internship experience:

- Face to Face Communication – [GoToMeeting](#), [Zoom](#), [FaceTime](#), [WebEx](#), [Zoho Meetings](#), [Skype](#), etc.
- Other communication tools – [Slack](#), Email, Instant Messenger, etc.
- Free Project Management Tools – [Asana](#), [OpenProject](#), [nTask](#), [Monday](#), [Smartsheet](#), etc.
- Online file sharing – [DropBox](#), [Box](#), [GoogleDrive](#), [GoFile](#), etc.

### Virtual Networking

Use this opportunity to network with not only your site supervisor but also other interns and employees at your internship. Creating a profile on a site like LinkedIn will help you establish an online professional network so that the relationships you develop during your internship last long after the semester is over.

Additionally, CSUCI has its own networking platform – [Dolphin Connect](#) – to assist you in connecting with other Dolphins (alumni). Dolphin Connect is connecting the Dolphin Network through mentoring and purposeful connections. By joining Dolphin Connect, you will be able to network with Dolphins in your industry, share career advice or gain insights from experienced professionals, and access career development resources. Read more about how to create a LinkedIn account on the Career Development Page and more tips about networking on [Dolphin Connect](#).

### Additional Resources:

- [Career Development @CSUCI](#) – Student Resource page
- [6 Ways to Rock a Remote Internship](#)