

# CAREER SERVICES

Create Your Way of Life

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## 10 Tips to Internship Success

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1. Set goals for yourself and a timeline in which to achieve them.
2. Make an effort to go beyond your duties.
3. Build a portfolio of your work - track your achievements for future use.
4. Dress appropriately (depending on the organization's dress code, when in doubt - wear professional attire)
5. Seek mentors within the organization.
6. Don't be afraid to ask if you do not know how to do something.
7. Don't be late or take long breaks.
8. Don't complain or neglect your responsibilities because you feel you are above them.
9. Evaluate the experience. Meet with your supervisor and discuss your performance in the position. Be open to constructive criticism. Discuss your future career goals and evaluate if full-time employment is possible.
10. Do not burn bridges. Stay connected – send an email to co-workers every few months.

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Questions? Meet with a Career Coach! Call 717-291-4084 to schedule an appointment.