



How to Make the Most of An Internship

Congratulations on securing an internship! This experience presents a valuable opportunity for you to apply your skills, gain industry insights, and build professional relationships. To make the most of your internship, consider the following tips tailored to students of the Luddy School of Informatics, Computing, and Engineering at Indiana University:

Before Your Internship

Set Clear Goals

Define what you hope to achieve during your internship. Whether it's mastering a specific programming language, learning about a new technology, or gaining exposure to a particular industry, having clear objectives will guide your experience.

Research the Company

Familiarize yourself with the company's mission, values, and projects. Understanding their business model and culture will help you integrate more smoothly into the team and contribute effectively.

Polish Your Skills

Brush up on relevant technical skills and tools that you'll be using during your internship. Take advantage of resources such as online tutorials, workshops, or courses offered by the Luddy School.

Report Your Internship

Luddy Career Services gathers employment data from our students to provide insights into the career paths and successes of Luddy students. This information is kept strictly confidential and aggregated, ensuring that no personal details are disclosed. Please report your opportunity in our reporting platform, [12twenty](#). The first time you log in, you will have to confirm a couple of profile fields, but you should be prompted to report your internship details! We appreciate details such as where you located your internship (a career fair, LinkedIn, Handshake, etc.), your pay, the company's location, etc.

During Your Internship

Be Proactive

Take initiative in seeking out tasks and projects. Don't wait to be assigned work; instead, express your eagerness to contribute and learn. Volunteering for assignments demonstrates your enthusiasm and initiative.

Ask Questions

Don't hesitate to ask questions when you're unsure about something. Your colleagues understand that you're there to learn, and asking for clarification shows your commitment to understanding and doing your best work.

Network

Take advantage of the opportunity to network with professionals in your field. Attend company events, team meetings, and social gatherings to connect with people beyond your immediate team. Building relationships can lead to mentorship opportunities and potential future employment.

Seek Feedback

Actively seek feedback on your work performance. Regular check-ins with your supervisor or mentor can provide valuable insights into your strengths and areas for improvement. Use feedback as a learning opportunity to grow professionally.

Update Your Resume

Take the initiative to regularly update your resume with details of the work you've been engaged in and the skills you've honed. Craft concise yet comprehensive bullet points that showcase your experiences effectively.

Request References

Prior to concluding your internship, seek permission from a supervisor or colleague to use them as a reference for future endeavors. Consider obtaining a physical letter or a digital endorsement for platforms like LinkedIn.

Shadow

If you are interested in this industry, company, or other types of positions, take this opportunity to learn more about them! Find employees doing work that interests you and ask them if you can shadow them for a convenient time. (First, ask your supervisor if this is allowed and ensure it does not conflict with your primary internship duties.)

After Your Internship

Show Your Appreciation

Take the time to send personalized thank-you notes to colleagues, mentors, or supervisors. Expressing gratitude for the opportunity is a simple yet impactful way to leave a positive impression. These notes can be sent via mail if addresses are available or distributed in person on your final day at the company.

Connect on LinkedIn

Don't forget to connect with coworkers and individuals who supported you during your internship. If you cannot send personalized thank-you notes via mail or in person, include a personalized message when sending a connection request on LinkedIn.

Reflection Points

Learning points or Take-aways

Reflect on the new skills, knowledge, and experiences gained during your internship. Consider how these align with your academic and career goals.

Challenges and Solutions

Identify any challenges you encountered and how you overcame them. Reflecting on your problem-solving process can help you develop resilience and adaptability.

Professional Growth

Assess your personal and professional growth throughout the internship. Identify areas where you've made progress and areas for further development.

Future Goals

Consider how your internship experience influences your future career aspirations. Did it confirm your career path, or did it open your eyes to new possibilities?