THE JOB
1. Gather Information: It’s important to understand your job and the company you work for. People will be making impressions of your responsibilities and how you present yourself on the job. It’s also important that you ask questions whenever necessary.
2. Interact with your Supervisor: Ask her or him to help you with the goals you wish to accomplish, help organize your tasks, and have them explain their working style.
3. Networking: Ask colleagues about certain situations and experiences that have happened. Meet others outside of your department to vary contacts. Ask for names of other interns so you can share experiences with one another and make sure to attend the special social events that your company sponsors.
4. General Tips: Don’t become frustrated; it will take time for you to get into the swing of things. Try to stay on a professional level with your co-workers and know when it’s acceptable for socializing. Establish a strong work ethic. You will get out of your internship what you put into it.

MAKING THE DECISION
1. List the majors and/or skills that would assist you in the career path that you wish to follow.
2. List job titles for graduates in this major. (This information is available in the Follow-Up Report at the desk in the Career Development Center.)
3. List other significant course work you have taken or plan to take to assist you in your career planning.
4. List the skills you need to strengthen to make yourself more marketable. (See back page for a skill test.)
5. What organizations are you going to join that will develop your skills and make yourself more marketable to employers. (Visit the Service-Learning Center, 26 Student Services, for more information on organizations.)

REFLECTION
1. Have you stepped out of your position to help others?
2. What kind of work have you enjoyed most?
3. Ask yourself what you are learning. Will it advance your resume in the field you are pursuing?

REFLECT
Re-Evaluation

THE JOB
Job Offers
On the Job

JOB SEARCH
Looking for a Job
Resumes and Letters
Interviewing

MAKING A DECISION
Determine Your Options
Weigh Your Decisions
Decide
Make a Plan

CAREER EXPLORATION
Informal Interview
Experiential Learning
Job Shadow
Research
Activities

SELF-ASSESSMENT
Personality
Interests
Values
Learning Style
Work Style
Skills