

INTERNSHIP

Internship is more than a temporary job. It is an opportunity for you to gain work experience and build your connections in the industry. Read and follow the guidelines below to make your internship experience as fruitful as possible.

BEFORE GETTING TO WORK

- Research the company and job requirements. Make sure you understand your job responsibilities and know whom you are supposed to report to.
- Be prepared for any business situation that you may be unfamiliar with, such as sales presentation, business lunches and conferences. Study or seek advice from industry players if possible.
- Dress appropriately and arrive at the workplace early enough to get yourself settled down.
- Bring a notebook and basic stationery. You may need to take note of information during the first day you report duty.

DURING THE INTERNSHIP

Rule No. 1

- Follow the guidelines of the company. Find out and abide by the policy of client interaction, personal phone calls, sick leave procedures, confidentiality etc.
- Never gossip or say anything bad about the organization and staff. You will never know if you will come across the same organization or person in the future.

Embrace the Culture

- Show respect to everyone. Show your smile, be confident and be friendly to every person.
- Establish personal connections. You can learn from the colleagues, and their experience might help you adapt to the new environment.
- Joining social or staff events will give you a broader picture of how the company runs. These occasions are ideal for developing your personal network.

Set Personal Goals

- Set your goals for the internship and try to make self-enhancement each day.
- Record things that you have accomplished. This will become useful information when you are interviewed and asked to talk about your prior work experience in the future.
- Ask supervisors or mentors for feedback on your work periodically. Bear in mind only to ask them in proper time and manner.

Be Enthusiastic and Responsible

- Listen the instruction carefully and make sure you understand what is expected. Proofread your work to ensure that is up to standard before submission. Always strive for excellence.
- Always follow up on the tasks assigned to you and update your supervisor on your progress. If you need more time to finish the task, politely speak with your supervisor providing legitimate reasons.
- Complete all the tasks with enthusiasm and professionalism irrespective of how simple or tedious they are. Show your employer that you are trustworthy for bigger tasks.
- Where appropriate, offer a helping hand to other colleagues.
- Where possible, take up a task that is outside of your regular duties. It would be a great opportunity to learn from others and show your willingness to take initiative.

Ask Questions

- New hires are not expected to know everything. When you come across anything unclear, it is deemed proper to ask (again in a proper time and manner).
- Understand more about the nature and culture of the company and express your interest and commitment to work there.

BEFORE ENDING INTERNSHIP

- Meet your supervisor to personally thank him/her for the guidance. You may ask him/her for feedback or critique. You may ask for a recommendation letter where appropriate.
- Complete all the tasks assigned by your supervisor, and report the progress and any outstanding tasks to supervisor or colleagues.
- Express your thankfulness to your teammates and colleagues.
- Send a formal thank you letter to the company if possible. You may express how much you have learnt from the internship and appreciated their support throughout the placement.