Success Through Internships

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What Does She Know? @AKAnomics1908

- National 1890 Scholar
- Intern (4) Years
- Same Agency, Three Different Offices
- Personnel Changes Each Year
- Young and Ready to Change the World
- Lover of Music

But here’s what I learned.....
You know how you only want to dance if the music is right?...
The Internship Playlist
No. 1 — “Blurred Lines”

• Communication must be open.
• Verbal and Non-Verbal
• Listen!
• Communicate with your team
  – Always follow up or acknowledge emails.
  – Keep your manager informed of progress
  – Open the internship with knowledge of what you can offer.
No. 2- “I Can See Clearly Now”

• Go in with goals

✓ Discuss your interests with your supervisor

✓ Sit down with your supervisor and go over what you hope to gain from the internship, especially if the internship is somewhat unstructured

✓ Make sure to request feedback from your supervisor to make sure you are on the right track.
No. 3 - “I Don’t Want To Miss A Thing”

- Keep your eyes open.
- Observe the culture and how decisions are made.
- Observe your team and company. How do they work together? What can be improved?
- Answer what you know, admit to what you don’t and find out.
- Have Fun!
No. 4 - “Work It Out”

- Be Flexible
  - Remember you are an intern, so there will be some ‘grunt’ work.
  - Be willing to step outside of your comfort zone, within reason.
  - Expand your horizons!
  - Stay curious, there is always more to know.
No. 5 – “Count On Me”

• Be Responsible
  ✓ Be On Time
  ✓ Take Your Assignments Seriously: Build a reputation for being dependable.
  ✓ Meet Deadlines: Always assume the responsibility to ask when an assignment is due.
  ✓ Management and Prioritizing are your friends
  ✓ They may not remember your name but your work ethic will speak on your behalf!
No. 6 - “With A Little Help From My Friends”

- **Network**
  - Talk to as many people as you can. Introduce yourself to everyone
  - The more you are exposed to new ideas and new people, the more you'll learn
  - You will probably meet someone who has accomplished great things and has a career you find impressive.
  - Meet Your Coworkers
No. 7- “End of the Road”

• Keep in Contact

✓ Keep in contact with those you have met

✓ Once you finish your internship, there is still work to do. Follow Up!

✓ The people you worked with provide an incredible opportunity for references, networking, and even future jobs

✓ Reflect on the skills you’ve gained during your internship and update your resume with your experiences and accomplishments.
No. 8- “Happy”

- Be Positive

- Your attitude does determine your altitude, so how high are you trying to go?

- An enthusiasm about even the worst of things make it much easier to handle.

- Excuses and complaints are like armpits, everyone has them and they stink!
No. 9- “We Are Young”

• Find A Mentor

✓ One of the best ways to really learn your trade is to have a mentor to show you the ropes.

✓ Identify at least one individual to serve as your mentor and professional guardian.

✓ Find a mentor who is willing to help your career growth, perhaps the most beneficial learning experience.
No. 10- “Remember The Time”

- Remember why you are there.
- You are in it for the experience.
- It is increasingly difficult to get an internship: make the most of it.
- Make an effort to truly understand what you are doing and how it affects the entire company.
No. 11- “Rumor Has It”

• Be Wary of Inter-Office Politics and Gossip
  ✅ Observe how colleagues interact with each other, but be respectful of your place as an intern.
  ✅ Know and abide by office policies & procedures (Business Conduct, Confidentiality, Non-Compete, Sexual Harassment).
  ✅ Learn the Unwritten Rules
No. 12- “I Just Can’t Wait To Be King”

• Be Proactive
  ✓ Contribute/Take Initiative
  ✓ Consider Innovation
  ✓ Self-Sufficient

• Start Early
  ✓ The early bird truly does catch the worm!
  ✓ Start at least a semester in advance.
Sources

- http://money.usnews.com/money/careers
- https://www.careereducation.columbia.edu
- http://www.northwestern.edu
- https://ulife.vpul.upenn.edu
- https://career.berkeley.edu
- http://www.huffingtonpost.com
- www.youtube.com

Always:
Check out USAJOBS.GOV for more information on current internship opportunities that are available!
Mark Your Calendars!

USDA Career Information Sessions
(Students and Recent Graduates)

March 5, March 20, April 2, and April 9, 2014

Sessions will be held: 1:00 PM to 3:00 PM (EST)

Register at:
https://www.surveymonkey.com/s/USDAInfoSessionsRegistration2014

For questions, contact: wenndy.carrasco@dm.usda.gov
Thank You

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