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Success Through Internships

$$\begin{aligned} & \mathbf{JOB + NO MONEY} \\ & = \\ & \mathbf{VALID JOB EXPERIENCE} \pm \sqrt{\text{free time} - \text{menial job tasks}} \times \\ & \mathbf{2 COLLEGE CREDITS (6 PAPER CUTS) + (FOOT IN DOOR) +} \\ & \mathbf{(a dozen free lunches) + PROFESSIONAL CONTACTS + ADVANTAGES^3} \\ & \left(\left(\frac{\mathbf{OWN APARTMENT}}{\mathbf{(3 CRAZY ROOMMATES)}} \right) - \sqrt{\text{beers}^3} / \frac{\mathbf{(GROWN-UP CLOTHES)}}{\mathbf{RAMEN NOODLES}} \right) \times \\ & \mathbf{OPPORTUNITY} + \left(\frac{\mathbf{OTHER CUTE INTERNS}}{\text{happy hours}} \right) - \mathbf{WALK OF SHAME} \\ & \mathbf{(RÉSUMÉ BUILDER) + (chances of finding a job after graduation) - CLARITY} \\ & + \mathbf{(STUDENT LOANS - STUDENT LOANS) + \left(\frac{\mathbf{GLORIFIED VOLUNTEER}}{\mathbf{CERTIFIED EMPLOYEE}} \right)^{\text{STIPEND}}} \\ & + \mathbf{SKILLS} \times \mathbf{(MORE OPPORTUNITIES) - BENEFITS} \\ & = \\ & \mathbf{UNPAID + INTERNSHIP} \end{aligned}$$

Candice C. Harvey, Program Analyst, USDA-GIPSA
Agricultural Outlook Forum – Crystal City Virginia

February 20, 2014

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

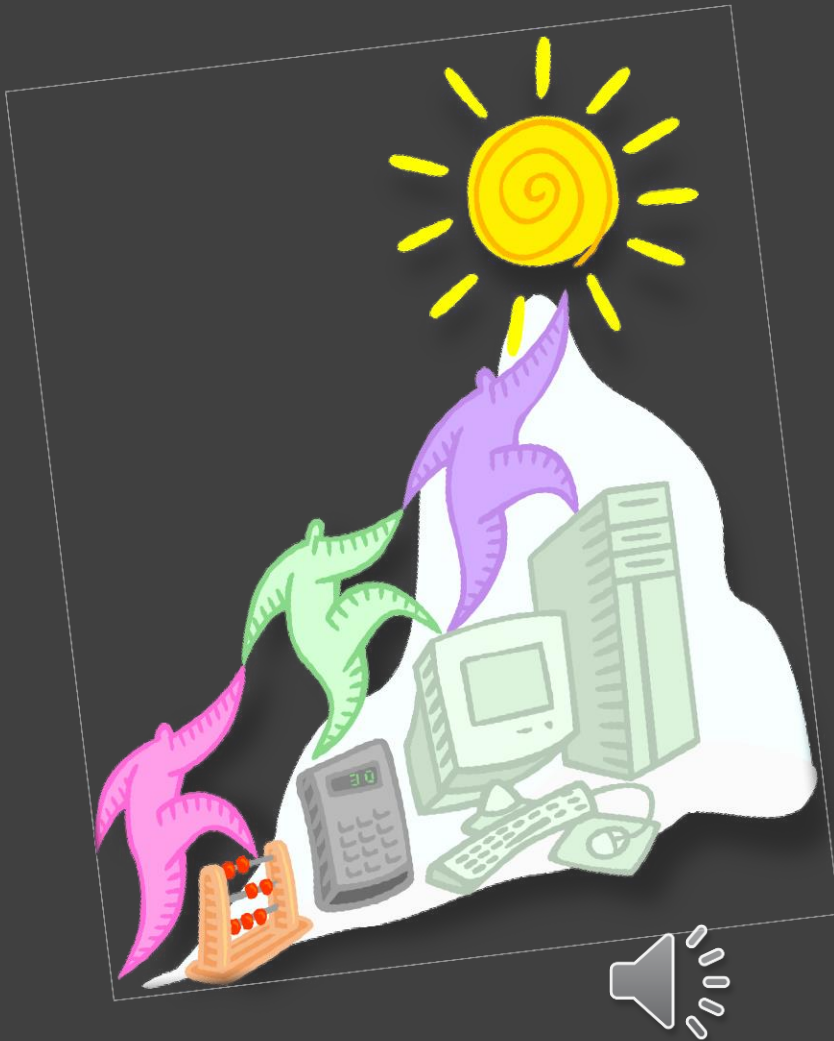


No. 1 – “Blurred Lines”

- *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”



PERSPECTIVE

The pessimist sees difficulty in every opportunity; the optimist sees the opportunity in every difficulty.

- 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.forbes.com/fdc>
- <http://www.huffingtonpost.com>
 - www.youtube.com

Always:

[Check out USAJOBS.GOV](http://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/USDAInfoSessionsRegistration_2014

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

Thank You



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