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Success Through Internships

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

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

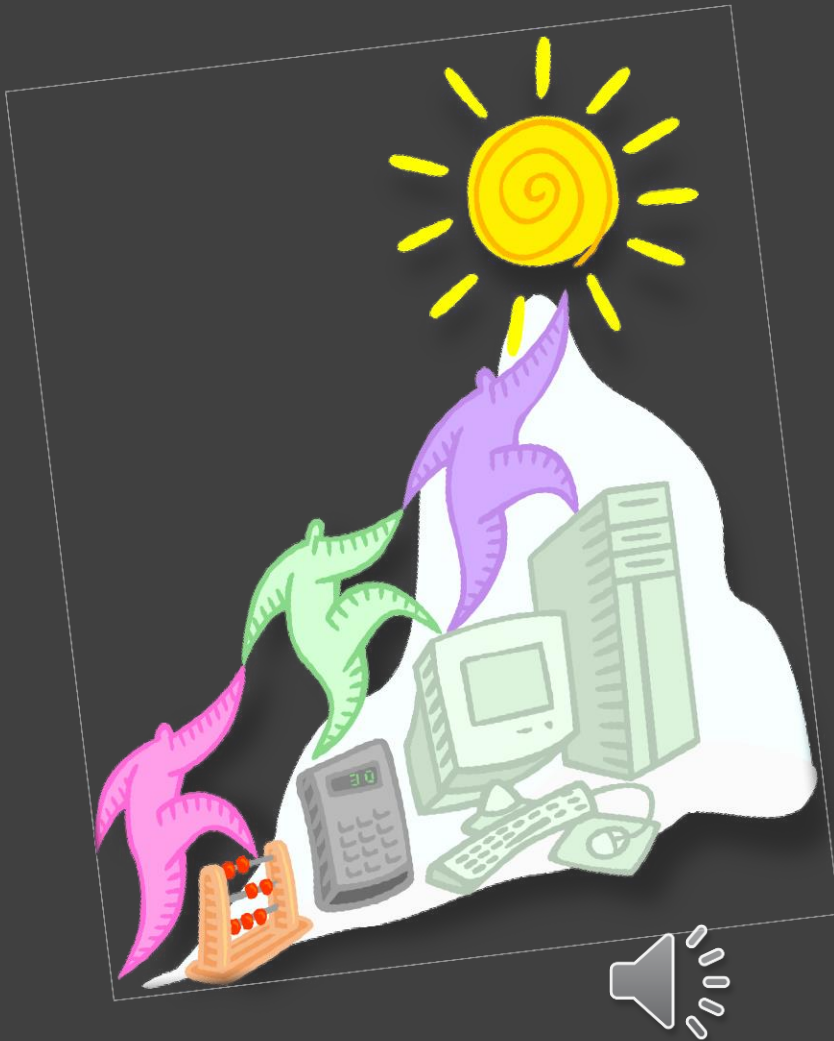


No. 1 – “Blurred Lines”

- 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 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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