

Internship Protocol

The purpose of this document is to provide BAB students with useful advice aimed at enhancing their internship experience. If followed through, students will increase their chances to form a strong professional bond with their host organizations – a prerequisite for further networking, and even for future employment opportunity.

1. Résumé and Interview

Limit your résumé to one page, font size 12. You should highlight your key achievements, regardless of their relevance to the position you apply for. For example, your achievement of completion of musical school may assume that you are more disciplined and attentive to details. Similarly, your participation in painting contests may assume that you have ability to apply creative approach to non-standard situations.

It is generally a good idea to include several key courses you have taken (or you are currently taking) as a student, tailored to the job you are applying for. For example, if you are applying for an internship position at an insurance company, it would be generally good to state that you have taken specific finance classes.

Please consult ACDO for further résumé writing skills.

For the interview stage, please make sure to prepare as follows:

- Read the internship announcement carefully, to know what the company expects, and what you should expect out of the internship yourself
- Conduct research on the host company to be thoroughly aware of their core activities
- Dress professionally
- Arrive 5-10 minutes earlier than the indicated interview time

At the interview, be concise and provide to-the-point answers to all questions. Be prepared to ask questions about your internship to faculty and/or company representative. Remember – the better you are prepared for the interview, the less anxious you will be at the interview: being well-prepared adds to your self-confidence. In case you are not selected for the position, try to get feedback on what went wrong and seek advice for future interviews.

2. During the Internship

It is important to understand you will be in a learning position during your internship, so you should be positioning yourself appropriately. Asking proper questions and being moderately assertive is fine. This said, you should remember that time is a valued resource for employees of the host company, so is personal space, and you should keep the balance.

Corporate values are very important: in addition to formal rules and communication, you should pay attention to how people interact, how they dress, and what is the general etiquette at workplace. Try to immerse into that corporate culture.

Most likely, you will have a specific mission according to the internship scope. Try to complete your mission with as much independence as you can. Your supervisor/company liaison will appreciate this. Generally, try not to ask for solutions, offer solutions instead (whenever appropriate). Even better – report on implemented solutions and explain your reasoning post hoc.

3. Deliverables

In case you will be applying to an internship position through announced internship scopes, this means you have elected BUS 292 Internship, which is a standard 3-credit, graded course. You will be graded based on the quality of your work within the internship scope.

Just like in many standard classes, the internship scope will ask you to deliver a final report (desirably accompanied with a PPT presentation). This report will need to be evidence-based, professionally written and endorsed by your supervisor/company liaison. BAB faculty will be guiding you throughout the internship process, and designated faculty member(s) will be formally assessing your final deliverable together with your supervisor.

It is generally a good idea to turn to BAB faculty for advice during the preparation of your report. To make the process even more efficient, negotiate a date for an interim report revision to incorporate faculty advice into your final report that goes to the company.

4. Proper Completion and Follow-up

From day 1 of your internship, treat it like a project you have to complete. The major risk for any project (in this case – your internship project) is the risk of non-completion. This means that something may go wrong during your internship, which will result in a very poor outcome. Among common reasons for this are losing touch/working relationship with your company supervisor/liaison and not being able to access or gather the information required to prepare your deliverable as specified in your scope.

To prevent this, you need to be proactive and set your own tactical deadlines. This may be the first time you are in a situation when you are not being told what to do, but you are employing all your self-discipline and creativity to achieve a superb result. Whenever you have a feeling the internship is not going in the direction you expected, talk to your academic advisor and designated faculty first.

Most likely you will be all right though. After you are done, please make sure to go around the company and have your proper farewells with everyone you interacted with. It would be appropriate to pay them a courtesy visit several months after completing the internship, and to keep a working relationship with your host company.