



# **INTERNSHIP ORIENTATION**

**Center for Career Development &  
Experiential Learning  
Room C-102  
(718) 368-5115**

- ❑ Nacelink Account (Career Wave)
- ❑ Resume and Cover Letter Reviewed
- ❑ Copy of Department Labor guidelines
- ❑ Research the Internship
- ❑ Title IX Workshop (Discrimination and Sexual Harassment Workshop)

*Kingsborough Community College does not tolerate any form of sexual misconduct including but not limited to sexual harassment, sexual assault, stalking, and domestic and intimate partner violence. If you feel that you have been a victim or witnessed any form of sexual misconduct, please report the incident to any of the following offices: Title IX Coordinator (718-368-6896, V-231) Office of the Vice President of Student Affairs (A-216, 718-368-5563), and/or Office of Public Safety (L-202, 718-368-4800).*

## Checklist

- An internship should:
  - Be a meaningful learning experience
  - Offer challenging responsibilities and develop skills
  - Be supervised by an experienced professional
  - Provide appropriate resources to do the job
  - Last for a set timeframe (determined before the internship begins)

*If, at any time, your responsibilities do not reflect the points above, you should meet with an Internship Advisor for follow up.*

## **Internship Guidelines**

## **Most internships require an interview. Please keep these tips in mind as you prepare for an interview.**

**Time:** Arriving 10-15 minutes before the appointed time is absolutely vital

**Handshake:** You can use this opportunity to physically demonstrate a sense of warmth and confidence

**Dress and Appearance:** Professional Dress is a MUST!! The clothes you choose to wear to an interview will tell a lot about you

**Eye Contact:** In the American culture, direct eye contact (but not staring) is viewed as positive communication behavior

**Tone of Voice:** A clear and audible voice will positively reinforce everything you say about yourself

### **Be Aware of Unconscious Habits:**

- Cracking your knuckles
- Nervously shaking your leg
- Clicking your pen
- Playing with your hair
- Picking at your hands
- Biting nails

# **INTERVIEWING SKILLS**



## Professional Dress for Men



## Professional Business Dress for Women



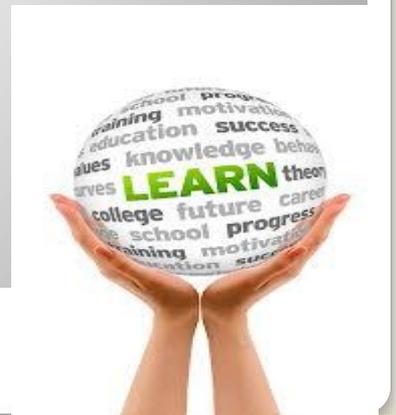
- **KNOWING THE ORGANIZATION:** Read the position description and make a mental note of any information about the employer such as type of organization, size, products and services
- **KNOWING THE POSITION :** Make sure you understand all the terms in the job description.
- **KNOWING YOURSELF:** Reflect back on your accomplishments, skills and resume
- **ANTICIPATE TYPICAL INTERVIEW QUESTIONS:** It is important for you to pinpoint why you are the best candidate for the position
- **HAVE SOME QUESTIONS IN MIND:** Asking questions about the position shows the interviewer that you are interested in the internship. Also, your level of motivation may be judged by the types of questions you ask.



**PREPARE FOR THE INTERVIEW**

- Your internship may be the first time you've worked in a professional setting; however, the expectation is that you behave as a professional.
- Rules are different at each organization, so you must pay attention to policies and procedures.
- **Remember:** You are a representative of Kingsborough Community College!

## LEARNING FROM THE INTERNSHIP: ETIQUETTE



- Attendance and promptness are expected
- Be willing to work
- Communicate effectively
- Practice good email and telephone etiquette
- Don't text or use social media
- Dress professionally
- Follow the chain of command
- Respect confidentiality

## **LEARNING FROM THE INTERNSHIP: CONDUCT**



Diversity is a complex term. It alludes to many racial, ethnic, cultural and lifestyle differences present today.

**What does that mean to you as an intern and future professional?** It means that you will need to view diversity as a plus and be willing to accept differences while recognizing the unique potential that everyone you work with brings to the job

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**DIVERSITY IN THE WORKPLACE**

## How can I work more effectively in a diverse environment?

- 1. Get information about others:** You can get this through reading books, watching videos and traveling abroad
- 2. Be aware of your own perceptual lens:** Our backgrounds, personalities and life events influence the way we perceive the world
- 3. Be curious:** Ask appropriate and thoughtful questions
- 4. Respect individual differences:** Knowing what individual people value, becoming familiar with their customs and their ideals is helpful when interacting with someone whose culture and background is different than your own
- 5. Understand your own culture:** We are a product (to some extent) of our own cultures. Learning more about our own culture will help us understand how we arrived at our views of the world and how others relate to us.

**WORKING IN A DIVERSE ENVIRONMENT**

**Networking** is connecting with individuals with similar interests and developing new ideas and opportunities through professional associations. The goal is to build relationships which will assist you in learning more about a career field/industry and identify entry-level job opportunities.

Use your internship as an opportunity to build your network.

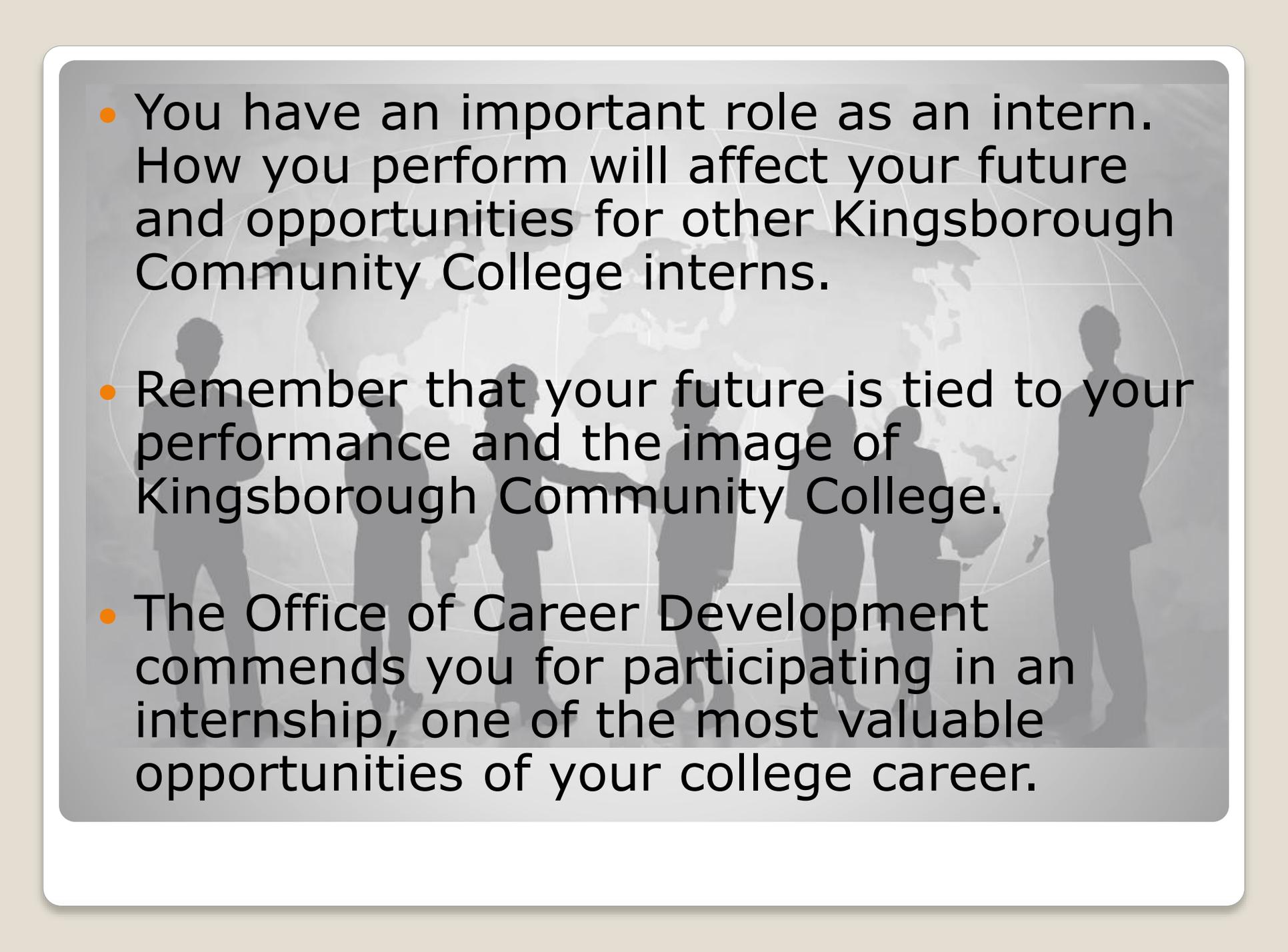


**LEARNING FROM THE  
INTERNSHIP: NETWORKING**

- If you do not find an internship project that fits your needs right now, continue to check with the Career Development Center and on Career Wave.
- Close to the completion of your internship, ask your Internship Site Supervisor for a letter of recommendation. This will be helpful in preparation for the future job search.
- Internships can sometimes lead to part time or full time employment with the organization. However, there is no guarantee or obligation on the part of the organization to do so.
- Send a thank-you letter to your Internship Supervisor thanking them for your internship experience.
- Keep in touch periodically with your supervisors so that you can continue to network after the internship itself is completed.
- If you are unclear regarding your career goals, contact the Career Development Center (C-102) for an appointment. We are here to help you develop a focus and implement a strategy to meet your goals.

## LOOKING AHEAD



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- You have an important role as an intern. How you perform will affect your future and opportunities for other Kingsborough Community College interns.
  - Remember that your future is tied to your performance and the image of Kingsborough Community College.
  - The Office of Career Development commends you for participating in an internship, one of the most valuable opportunities of your college career.

- ❑ I understand that my internship should be a learning experience and that I can discuss any issues at my internship site with an Internship Advisor in the Office of Career Development and Internships.
- ❑ I understand that I am expected to behave as a professional and abide by the rules and regulations of the organization where I am an intern.
- ❑ I agree to complete a Learning Agreement with my supervisor at my internship site and return it to the Office of Career Development and Internships.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Internship Advisor Signature

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