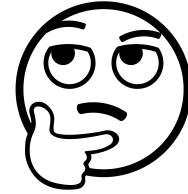




**CAREER SERVICES**  
McKENDREE UNIVERSITY

ARE YOU #INTERNREADY?

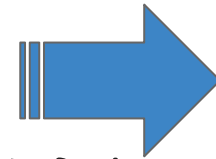
UNSURE ABOUT...



**What your internship site expects from you?**

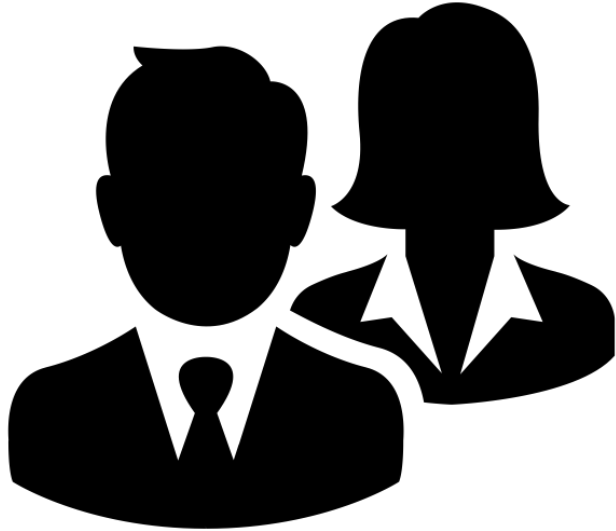
**What you can gain from this internship?**

LET'S GET YOU #INTERNREADY



WITH THE TOP 8 THINGS YOU NEED TO KNOW

# #8: YOU'RE A PROFESSIONAL NOW



Created by Gregor Cresnar  
from Noun Project

## **What They Expect From You:**

- Show up on time and dressed appropriately
- Take initiative by keeping supervisors informed of your progress and asking for more work when you've finished a project
- Positive attitude and a communication style that reflects maturity and respect

## **Experience & Skills You'll Gain:**

- Managing projects simultaneously
- Enhanced understanding of professional environment

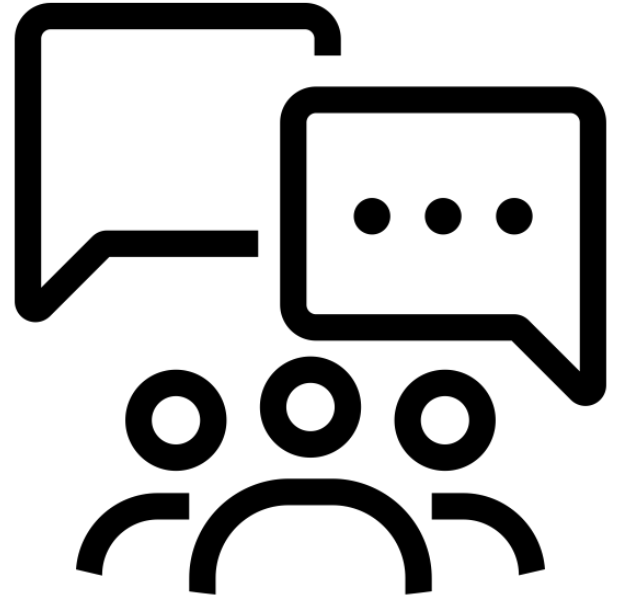
# #7: COMMUNICATION IS KEY

## What They Expect From You:

- Speak to those inside and outside of the company in a positive, courteous way
- Present your ideas or research to a group in meetings and presentations
- Clearly express ideas in emails, letters, memos with proper grammar and punctuation

## Experience & Skills You'll Gain:

- Confidence in speaking to other professionals and customers
- Evidence of your abilities to correspond professionally



Created by Oksana Latysheva  
from Noun Project

# #6: USE THAT BRAIN OF YOURS



Created by parkjisun  
from Noun Project

## **What They Expect From You:**

- Come up with ways to analyze and solve problems as they arise
- Make decisions independently after you've acquired the necessary company knowledge

## **Experience & Skills You'll Gain:**

- Use of your creative abilities to solve problems in new ways
- Evidence of your critical thinking skills in the work you produce

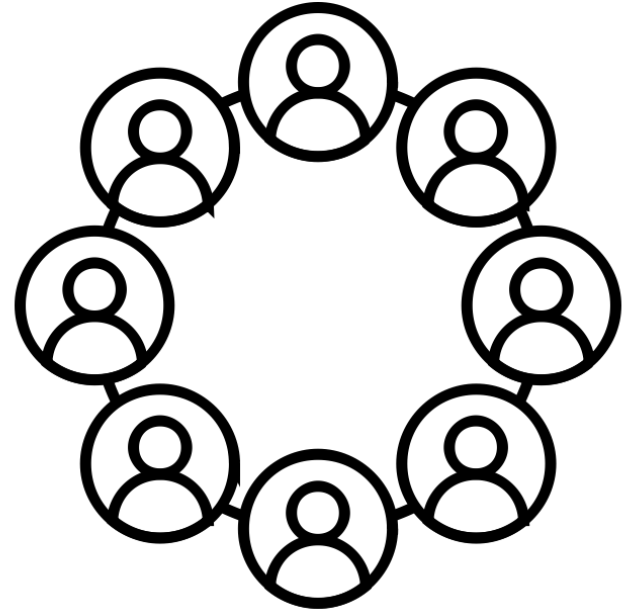
# #5: YOU'RE PART OF A TEAM

## What They Expect From You:

- Work in cooperation with your coworkers and supervisors to get the job done well
- Manage conflict or tension when it arises in a professional, respectful manner

## Experience & Skills You'll Gain:

- Serving in various roles in a team environment
- Ability to collaborate effectively with people from diverse backgrounds



Created by Edgar Garcia  
from Noun Project

# #4: PUT THOSE COMPUTERS TO WORK



Created by Dinosoft Labs  
from Noun Project

## **What They Expect From You:**

- Use computer programs effectively, including Microsoft Office and other software specific to the company
- Awareness of other industry-specific technologies, such as social media management for a marketing internship

## **Experience & Skills You'll Gain:**

- New experiences using familiar computer programs to accomplish tasks in your field
- Ability to adapt to new technologies

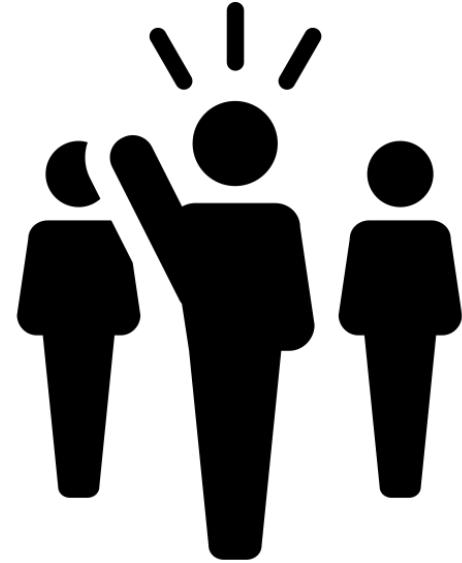
# #3: BE A LEADER

## What They Expect From You:

- Guide and motivate those around you to achieve common goals
- Stay organized and delegate tasks when appropriate
- Contribute new ideas to your group after you're familiar with company processes

## Experience & Skills You'll Gain:

- Evidence of your abilities to lead a team in a professional setting
- Confidence that you can contribute to your field in meaningful ways while encouraging others to do the same



Created by Wilson Joseph  
from Noun Project



## #2: APPRECIATE DIVERSITY



Created by Cara Foster  
from Noun Project

### **What They Expect From You:**

- Be open and inclusive to those around you while respecting different backgrounds and perspectives
- Learn from those of different cultures, races, ages, genders, sexual orientations, and religions.

### **Experience & Skills You'll Gain:**

- Development and demonstration of your sensitivity to individuals' differences
- Understanding of the global interconnectedness of today's workforce

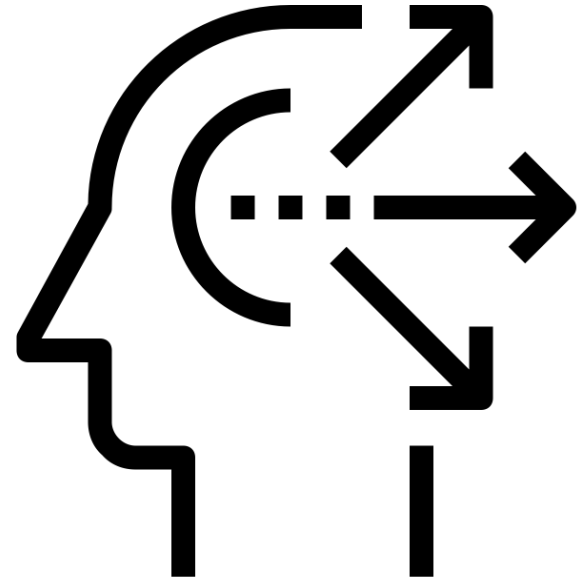
# #1: EXPLORE YOUR CAREER OPTIONS

## What They Expect From You:

- Understand basics of the industry and have ideas on what positions/tracks you may be interested in
- Participate in networking opportunities to learn more about the company, the field, and the career paths of those around you

## Experience & Skills You'll Gain:

- Stronger understanding of your strengths and skills and how they connect to your career options
- Meaningful connections with professionals in your field



Created by Maxim Basinski  
from Noun Project

CONGRATS!

NOW YOU'RE #INTERNREADY

Practice what you've learned in our online exercise:

[Access Exercise](#)

*\*The exercise will take approximately 10 minutes to complete, and completion is required prior to being eligible to enroll in an internship for academic credit.\**