

SUCCEEDING IN YOUR INTERNSHIP, GRADUATE SCHOOL & CAREER

“I wish for you nothing but the best. You are so choice and so wonderful and the future is so great that you can't afford to betray yourselves in any way or to do anything less than that which each of you is capable of accomplishing.”

- Pres. Hinckley to BYU-Idaho students

Academic Discovery Center

MC 129 ▪ 208.496.9825 ▪ academicdiscoverycenter@byui.edu

FINDING A GREAT INTERNSHIP OR JOB



Finding an internship/job takes work and is not a quick process. Start early and make sure you understand your goals for the internship, as well as the skills you have and the value you could bring to an organization.

What is out of your "comfort zone" and "outside the box" for you? _____

What can you contribute to an organization? _____

What are your goals for your internship/job? _____

What internships/careers interest you? _____

Who can you talk to about finding an internship or job? _____

What are your next steps for finding an internship or job? _____

Managing and Clarifying Expectations

Things to consider:

- Hours/schedule
- Compensation
- Projects and timelines
- Skills required
- Skills to develop
- Mentor
- Regular meetings with supervisor
- Goals and values of the organization
- Expected outcomes



UPDATING YOUR DOCUMENTS

Tailor your résumé for each internship opportunity and job posting:

SUSAN BELL

Providing leadership with passion, dedication and sensitivity

123 West 4th South ♦ Rexburg, ID 83440 ♦ (208) 567-8910 ♦ susanbell@byui.edu

A “renaissance woman” who believes that facing any situation with **integrity**, determination and consideration is important to every success – in any endeavor. A love of learning, a **proven ability to lead** and a high priority on excellence all serve to produce skills that transfer to a high level of effectiveness in any arena. **Bilingual: Spanish.**

RELEVANT SKILLS

*Employee Relations
Mediation & Advocacy
Data Analysis*

*Training & Development
Cross-cultural Communication
Organizational Development*

EDUCATION

BRIGHAM YOUNG UNIVERSITY - IDAHO — Rexburg, ID

Bachelor of Arts (BA) in Political Science, Expected: Dec 2013

- ♦ GPA: 3.93; Minor in Spanish; emphasis in Foreign Affairs

Activities:

- ♦ Student Representative Council Spring 2011:
 - University Resources Representative - Created a University Administration directory for the Council, focusing on responsibilities affecting students in order to promptly and accurately address concerns
 - Student Solutions Coordinator - Assisted in the design and implementation of new roles and responsibilities of SRC members - Designed a custom Facebook page for the SRC using online design software, responded to student questions and comments, uploaded documents, pictures and other files
- ♦ Member of the Jefferson Public Policy Society Jan 2011 to present
- ♦ Publicity Coordinator for the Pre-law Society Aug 2011 to present

WORK EXPERIENCE

CAREER PREP SERVICES SPECIALIST, BYU-IDAHO CAREER SERVICES, Rexburg, ID

Aug 2011 – present

- ♦ Supervised, managed and trained groups of new and returning student employees in giving constructive criticism and training to peers in a one-on-one setting; frequently developed and delivered presentations to faculty and students about principles of job-search strategy and preparation

TEACHING ASSISTANT, BYU-IDAHO FOUNDATIONS DEPARTMENT, Rexburg, ID

Seasonally Jan 2011 – present

- ♦ Adapted materials in tests and assessments to directly reflect topics discussed in class; evaluated and critiqued student submissions on various criteria

TEST PROCTOR, BYU-IDAHO TESTING SERVICES, Rexburg, ID

Seasonally Mar 2010 – Jul 2011

- ♦ Accurately and quickly managed filing and data collection while maintaining security and confidentiality; excelled in customer service and student training

VOLUNTEER EXPERIENCE

CAMPAIGN MEMBER, U.S. CONGRESSMAN RAÚL LABRADOR (R-IDAHO), Boise, ID

Aug 2010 – Nov 2011

- ♦ Idaho's 1st District House seat, election 2010 (Elected)

LEAD CAMPAIGN MEMBER, FOR JONATHAN COLLINGS, BYU-IDAHO STUDENT BODY OFFICER, Rexburg, ID

- ♦ BYU-Idaho Student Body Officer Elections Winter 2011 (Elected as 2nd Vice President)

NUMEROUS HUMANITARIAN AID PROJECTS, THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

NATURAL BIRTH ADVOCATE

**BYU-IDAHO HONORS
WOMEN'S CHOIR**
PRESIDENT/PRESIDENCY
MEMBER JAN 2010-JUL 2011

**AWARD OF EXCELLENCE AND
ACADEMIC ACHIEVEMENT
SCHOLARSHIP RECIPIENT**
2010 – PRESENT

**OUTSTANDING FOREIGN
LANGUAGE (SPANISH) STUDENT
OF THE YEAR**
2008-2009

**PARTICIPANT: IDAHO ALL-STATE
HONOR TREBLE CHOIR**
2007-2008
-AND-
**ACDA ALL-NORTHWEST HONOR
TREBLE CHOIR**
2007-2008

GETTING THE MOST OUT OF YOUR INTERNSHIP & CAREER

Having a good internship experience is up to you. Some organizations are better at internships than others, but you can make any internship a valuable learning opportunity if you're professional, proactive, hard-working, and if you make an effort to build relationships.

Be Professional

HOW DO YOU KNOW WHAT THE DRESS CODE IS IN YOUR OFFICE?

1. Dress at least one step above what you think is expected of you.
2. Observe others at the workplace (Pay attention to your manager, but don't become a clone).
3. Don't follow the "lowest common denominator" group or others who are new.
4. If you're still unsure, ask.

GOOD INTERNS MAKE GOOD EMPLOYEES

Make a good impression, don't create more work for someone else, and produce good work.

FLEXIBILITY AND HUMILITY

It's not all about you, and you don't know everything. Be open to change and suggestions, and be teachable. Be careful not to overcompensate for your insecurities and nervousness by being overly confident and rigid. Find a balance of confidence and humility.



Be Proactive

TAKE INITIATIVE

Extra projects and opportunities to learn won't necessarily be thrown at you. Find projects that will benefit the organization and that you have the skills to complete. You will have more success with extra projects if you frame your idea within the expectations of your position and the goals of the organization. Work with your supervisor and make sure you have permission.

Also ask to attend meetings, job shadow, and conduct informational interviews with other employees. This should not consume the majority of your time, but would be an appropriate way to take advantage of the opportunity to learn from others in the organization.



FOCUS ON ACCOMPLISHMENTS

It is your responsibility to make sure you leave your internship with a list of tangible accomplishments and increased skills. Keep a list of projects you work on, skills you learn or develop, and other accomplishments including words of praise from colleagues or supervisors. This list will help build your résumé and will help you articulate your skills and experience to potential employers.

Work Hard and Work Well

DEMONSTRATE A STRONG WORK ETHIC

A strong work ethic is difficult to train and priceless to employers. Always do your best on assigned projects or tasks. Do more than what is required and take your time. Working fast is not necessarily better. Always meet deadlines, but don't rush through projects and produce mediocre results just to finish quickly. Make your internship a priority and demonstrate your commitment and dedication through the quality of your work.



HAVE A GOOD ATTITUDE

Be positive about your work, no matter what it is. A good attitude is contagious and likeable. If people sense you don't like being at work, it isn't likely they will ask you to come back for a full-time position. Whether your task is boring or very challenging, be optimistic and enthusiastic about it and people will notice.

BE HELPFUL

If you are working directly with customers, being helpful is particularly important. But it is also very important to be helpful to your colleagues and supervisors. Do whatever you can to make their jobs easier. Being helpful requires you to think critically about the situation and pay attention to details. Don't create more work for someone else and do whatever you can to ease the workload of others.

STAY BUSY

There is always something to do at the office. If you're "on the clock" you need to be working. First, find a way to keep yourself busy with work that is relevant to your position. Then, ask for work to do and if no one is available to ask, find something to do even if that means cleaning or organizing. If you're not busy, your value as an intern declines. The key is to contribute to the organization in whatever way possible and demonstrate that you are a valuable asset.

Build Relationships

BUILD BRIDGES, DON'T BURN THEM

The people you meet during your internship (including other interns) will be a great benefit, especially if you want to work for the company in the future. Even if you don't plan to work for the company, don't be mistaken in thinking the relationships won't be valuable to you. Networking and relationships are an integral part of the business world - your supervisor and co-workers will talk about you to other people. This can be a benefit or a great disadvantage to you, and it is up to you to determine which it will be.



START TALKING

Take advantage of the time you have to work side-by-side with professionals. Ask questions about their work and the industry. Conduct informational interviews and ask for advice. Find ways that you can help others. Networking is not just about finding a job. It's about building *mutually beneficial relationships*. If you want help from others, you need to also offer to help them.

SAY THANK YOU

Send a thank you card to your supervisor and others at the company as you deem appropriate after your internship. Thank them for the experience, share what you learned, and explain what you are going to do next. This shows your gratitude and is one way to continue to build relationships.

PREPARING FOR GRADUATE SCHOOL

Scholarly vs. Professional Degrees

Degrees like an M.B.A., J.D. (law school), C.P.A., M.P.A., M.D. D.S., are examples of professional degrees that teach students the information needed to perform the tasks in your chosen vocation. Schools offering these programs will have different requirements for admission than a scholarly program. Many M.B.A. and some J.D. programs will want to see work experience and will not always accept students directly from undergraduate work. Professional programs focus on students and teaching of skills and tools they will need to perform a specific task.

Scholarly programs (many master's programs, Ph.D.s, Ed.D.s and others) want to see your potential for original research and want to know what you can add to the body of knowledge. These programs have their own requirements. In some cases you will score more points with the admissions committee if you have work experience in your field of study. (Working in a research related field is much better than getting a job that is not related to your area of study).

Be sure to understand the requirements of schools, and do not apply if you do not meet their requirements. It is a waste of your time and money.

Understanding Key Resources

Two key resources for both professional and scholarly programs are the graduate school program director (or a similar staff position) and the graduate chair. These are two different people at a graduate school; the program director is a staff member of the school who handles the records and knows the detailed information about the degree and the requirements you must have to enter the school and what you must do to receive a degree. If you have basic questions, this is the person you call.

The graduate chair is a faculty member who teaches classes and performs administrative duties within the program. In most cases she/he is the chair or serves on the selection committee for the program. If you have special concerns or questions, this is the person you call; it is also good to make contact with this person at least once before the application deadline.

As you work with the program director and graduate chair, remember to use their time wisely. Making a connection to them will help you in the long run especially if there is a weak part in your application.

“At the end of your lives you will not be judged by academic successes, the degrees or diplomas earned, the positions held, the material wealth acquired, or power and prestige, but rather on the basis of what you have become as persons and what you are in conduct and character. Yours is the power to transform yourselves into the persons you want to be.

~ *Teachings of Howard W. Hunter*

Finding the Right Fit

This is the most important job you have when picking a graduate school. If you don't like the school, the faculty, or the program of study, you will not be happy there. The chances of your receiving your degree decrease dramatically. Finding the right fit comes on several levels.

UNDERSTAND WHAT THE SCHOOL IS TEACHING AND RESEARCHING.

This is the easiest of all of the tasks you will have in finding the right fit. Visit the school's web site and find a list of the faculty; in most cases the list will show research areas. Find the school with faculty you believe you would be interested in working with. Determine what they last published and get a copy of it. (Try checking ProQuest and searching the author's name). After reading their research, ask yourself:

- Is this what I want to do for the next three to seven years of my life?
- Does this person support things that I agree with?
- Is this an area of study I want to know more about?

If the answer to all of these questions is yes, you have found your research match and school.

However, your job is not over yet. You must find one more research match; this will ensure that if your first faculty member moves onto a different topic, school, or focus, you have another option for a mentor.

If the answer to any one of the questions is no, you must seriously reevaluate your choice of school and field of study; your search must continue and you may have to look at other schools that offer similar programs.

CONTACT STUDENTS WHO ARE ATTENDING THAT SCHOOL CURRENTLY.

- Talk with a student who is attending LDS Institute to give you personal perspectives about the school in general.
- Contact several students in the graduate program that you are interested in. Ask them what they like and do not like about the program as well as other information you would like to know.
- You may want to visit the campus and see how you like the program, school, town, and faculty. This can help you make a connection to the faculty, to move from being a name on a paper to a person with a personality. If this is not an option, you should visit the school once you have been admitted and before you commit to attend.

Paying for Grad School

Graduate school is very expensive; however, there are ways that you can pay for your degree. If you attend a professional school, this will be more difficult than if you attend a scholarly school. Most scholarly schools will employ grad students as graduate assistants, teaching assistants, research assistants, or other jobs within the program. These jobs in most cases will pay for half if not all of tuition, health insurance, and a monthly living stipend. However, you must apply for these positions. The application for these positions is different than the admissions application, so take the time to fill it out. If you do not see any applications, call the graduate school and ask.

Professional schools may provide more support for outstanding students than others. Be aware however, that if you attend a professional or scholarly school you will probably go into some debt.

Planning Financially for the Future

Keeping your debt load as low as possible while you are in graduate school can reduce stress and increase your post-graduate opportunities. Looking for moderately priced housing, being frugal in clothing and fast food purchases, and avoiding credit card debt while in graduate school are all strategies to keep your debt load manageable. In addition, be aware of these financial aid tips:

- Apply for any scholarships you are eligible for. Fill out the FAFSA (Free Application for Federal Student Aid) to see what federal assistance is available to you. You may also need to seek for aid from private loan companies. **Borrow as little as you need.**
- Be aware of any Loan Repayment Assistance Programs that your graduate school offers. For example, there are about 50 law schools who want to help you pay back your loans if you work in public service after you graduate.
- Look up websites with solid financial aid information like:
 - www.finaid.org
 - www.fastweb.com
 - www.accessgroup.org
 - www.nasfaa.org
- Be aware that you will need to start paying back your student loans 6 months after you graduate. Debt has the greatest impact on which job you can afford to take. If you have very little debt, you can work wherever you want. However, if you have large debt payments, you'll need to be able to get the highest paying job you can. Please note that you generally have 10 years to repay your loans.
- Avoid unnecessary debt. Remember that interest is a terrible taskmaster that never sleeps, sickens, dies or takes a vacation.

“I hasten to add that borrowing under some circumstances is necessary. Perhaps you need to borrow to complete your education. If you do, see that you pay it back. And do so promptly even at the sacrifice of some comforts that you might otherwise enjoy. You likely will have to borrow in securing a home. But be wise and do not go beyond your ability to pay.

~ *Teachings of Gordon B. Hinckley*

There's an old saying in the financial aid world:
“If you live like a lawyer (or doctor or businessman) when you are a student, you'll live like a student when you're a lawyer (or doctor or businessman)!”

GROWING IN YOUR CAREER

Preparing to Live in the Corporate World

What is a company's culture and how do you evaluate a corporate culture? A potential employer needs to look for signals that reveal the company culture because, of all of the factors that are involved in the decision where to work, company culture is at the top of the list in importance. If you don't enjoy the people who you work for or agree with the things the company does, you will not like your job.

You should also have lines drawn as an individual that you are not willing to cross. Knowing your ethical boundaries is important when making decisions in the workforce. A wrong move on your part could cost you your job and hurt the image of the business or organization. Additionally, if your supervisor or others who you work with ask you to do something which you know to be wrong or unethical it is time you reexamine your working environment.

Look for articles that contain valuable information (like the one in the sidebar) about the transition from being a full-time student to a full-time employee at www.management.about.com/.

Getting Off to a Good Start

First impressions are lasting impressions. As a new employee, you should reaffirm that you are the correct choice for the position. To help you get off to a good start, you should do the following in the first three weeks on the job:

- **Learn the work environment.** What are the local business practices and etiquette for your profession?
- **Get to know the people.** Who are the people you will be working with? What are their job titles?
- **Learn how to be an outstanding employee.** What are the expectations for your position? What is the evaluation process? How can you exceed expectations?
- **Find a mentor.** A mentor is someone in the organization who can help you learn more about the company and what you need to do to be a better employee. A mentor can also help you achieve your future career goals.

"A culture is the values and practices of the company's employees. Company culture, therefore, is the shared values and practices of the company's employees. Company culture is important because it can make or break your company.

Companies with an adaptive culture that is aligned to their business goals routinely outperform their competitors. Some studies report the difference at 200% or more."

"There are many ways to assess your company culture. **The easiest way to assess your company's culture is to look around. How do employees act; what do they do? Look for common behaviors and visible symbols. Listen.** Listen to your employees, your suppliers, and your customers. Pay attention to what is written about your company, in print and online. These will also give you clues as to what your company's culture really is."

~ F. John Reh, *Company Culture: What It Is And How to Change It*

Preventing Problems

New opportunities usually bring new challenges. You can prepare yourself for these challenges and keep them from becoming problems if you follow some basic guidelines:

- Plan ahead. Anticipate situations, and prepare for them.
- Know and obey the rules.
- Be flexible, but identify things you will not compromise.
- Be optimistic.

Continuing to Grow in Your Career

Once you have completed your initial period with the organization and have shown that you are an asset, you should start thinking about how you can grow in your career. Career advancement does not occur on its own; it requires careful planning. Continue to use the skills you learned in the Career Workshop Series; besides helping you begin the career you want, they will also help you grow in that career. Specifically, continue to:

- **Set Goals.** Look for places in the organization that interest you. Find out if your company or organization has professional development opportunities or pays for further education or training.
- **Network.** Continue to build solid relationships built on professionalism, competence and trust.
- **Use Power Statements.** Refine and add to your list of available skills and characteristics and know how to communicate these to others.
- **Negotiate.** "Seek first to understand and then to be understood" and "think win-win", to quote Stephen Covey. Understand your value and gifts as well as the value and gifts of others.
- **Make Financial Plans.** The average debt load of college graduates with a bachelor's degree exceeds \$25,000. Debt loads for graduate students completing master's or doctoral programs ranges widely, from \$40,000 to upwards of \$200,000. Pay down student debt as quickly as possible. Create a budget to be wise and disciplined in purchases and financial decisions. Plan for a stable future, remembering Pres. Hinckley's advice to "put something away for a rainy day".

The Rule of 72 = a simple way to project future savings

Take the number 72 and divide it by the annual rate of interest that your money is earning to determine the number of years it will take for your money to double.

Example: If you invest \$100 with compounding interest at a rate of 9% per annum. . .

$$72 \div 9 = 8$$

. . . in 8 years you will have \$200.