

Internship Tips

Searching and Application Tips

- **START EARLY!**
 - Big brand name companies have firm deadlines—**often 3 months before your anticipated start date.**
 - Many students find internship placements after connections with Duke alums (*SEE “Networking Tips” section regarding how to connect with alums*)
- Suggested sites to look for internships:
 - Duke Career Center (login with Duke Net ID)
<https://studentaffairs.duke.edu/career/jobs-internships>
 - Career Connections
 - iNET Internship Database
 - Individual companies’ postings on their website:
 - Some companies have internship programs while others we post internship openings in their general careers/jobs page
 - Other General Job Boards—sort by industry and region (**Carefully research each company to ensure authenticity**)
 - Indeed.com
 - Idealist.org
 - Internmatch.com
 - LinkedIn.com (click on the Jobs tab)
 - Glassdoor.com

Networking

- *SEE “Networking Tips” section*
- You will meet many students, on campus practitioners, and alums working in creative industries at DEMAN events. See calendar for upcoming events ([LINK TO DEMAN EVENTS CALENDAR](#))

Interviewing

We recommend that you follow the listed suggestions to always be prepared for an interview, no matter how much notice you are given.

Before the Interview—PRACTICE!

- Type out your responses first, and then practice saying them aloud, verbally, until they become natural.
- Where to find general practice questions:
<https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/interviewing>

- Also, perform a browser search with the key terms, “Common Interview Questions” and “_____ (insert position title/industry)” for other possibilities specific to your industry.
- Follow the STAR Method as you practice your answers:
 - Employers are not just looking for particular answers; they are looking for how **WELL** you communicate. Follow **The STAR Method**, suggested by the Duke Career Center, when you answer each question. Especially when you are stumped by a tricky question, remember this acronym, and just take it through each step. In short, STAR stands for:
 - **S**ituation
 - **T**ask
 - **A**ction
 - **R**esult

For further tips on how to prepare, go to

<https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/interviewing>).

Topics include:

- Preparing your interview outfit
- What to do when invited in for an interview
- How to prepare for your arrival
- What to do during the interview
- How to impress your interviewers after the interview

Navigating Offers

When offered a position, we suggest that you:

- **Reply swiftly**, and thank the employer for the offer.
- If the employer did not give you a deadline to confirm your acceptance of the offer, and you want to think about it, ask if you can have some time (24-48 hours, or until the end of the week is traditional).
- If you were hoping to hear back from another internship that is your top choice, and you are trying to decide if you should accept the current offer, you need to consider the following:
 - How competitive is your top choice?
 - Have you received any notice that you are being considered for the position?
 - How long may you have to wait?
 - Do you want to take the chance turning down other offers in hopes that you get your top choice?
- **Once you accept an offer you will immediately cease applying for other internships!!!** It is considered poor form to cancel your acceptance of the offer to take another internship later.
 - As the saying goes, “**There is about 1 or 2 degrees of separation between you and people you know**”—meaning there isn’t a very wide

social distance between the people you meet to the people you already know. ***In creative industries, it is ALL about people you know, so you don't want to hurt your chances early on.***

- **An offer is not official until you have it in writing**—If the offer was made to you over the phone, ask when you can expect a written offer by email or mail. You will also want to make sure that you are clear on the job description that you are agreeing to, so request that in writing if you have not previously been given access.

Be on the Look-out

It is important that you carefully research an employer prior to accepting a position. Often, you can find reviews of past years' interns' experiences online. When in doubt you can always ask questions when an offer is made.

- What you should expect from your employer:
 - A written offer and job description.
 - A workstation in an office setting—with access to up to date equipment and resources (this excludes work-from-home internships—unless you report in person to the company periodically).
 - If a meeting is held outside of the office, they should be held in public places with other colleagues present.
 - If this a paid internship—payments should not be “under the table” kind of deals.
 - A safe environment, free of harassment of any form. This includes access to an HR representative. If inappropriate actions or comments are directed towards you, you need to report it to that individual.
- Circumstances to avoid during your internship:
 - Internships located in the supervisor's/owner's residence.
 - Meetings with a supervisor/colleague/client in a hotel room.
 - Going out for drinks with a supervisor/colleague/client.
 - Personal errands for your supervisor.
 - Accepting requests to work longer hours than initial job description or during odd times.

Goal Setting and Expectations the First Week of Your Internship:

- Sit down with your supervisor (and HR rep if directed) and **go over the internship description line-by-line.**
- **Summarize the main objectives** back to your supervisor. Check for clarification now.
- Share with your supervisor **3 things you hope to learn during your internship that you brainstormed before you started.**

- **Request Weekly or Bi-Weekly catch-up/feed-back meetings with your supervisor.**
- **Introduce yourself** to as many colleagues as you can.
- Acclimate yourself to the space and **ask questions about office expectations**
- **Observe** others—both in work-place and virtual interactions (ie—What is standard email protocol in the organization? Standard of professionalism?)
- **Jump in** on your assigned tasks.

How to Get the Most Out of Your Internship

Frequently, students are surprised by the number of tasks they are assigned that they would consider menial. We get that! However, in the creative industries, **most of the successful people in the field had to go through the same thing**. Most likely, you are not going to be asked to contribute to a major project. It is considered widely, though, that if you “*pay your dues*”—**with a POSITIVE, “can do” attitude**—and finish these tasks well, you will be invited to work on projects that will not only interest you, but give you the skillset that will prepare you for future professional work.

If you finish your work efficiently, and have extra time on your hands, this also means that you shouldn’t wait to be assigned your next tasks. Instead, use your time wisely. You could:

- Ask your supervisor if you could shadow them or someone in the office who is doing work that interests you.
- If you are invited to an important meeting, your job is to **SIT** and **OBSERVE**. ***Do not speak up unless someone in authority has told you you can.***
- **Have you observed a need in the office?** Do you have ideas on what can be done? Could you help? If so, research your plan of action and form a written proposal to bring to your supervisor. (Consider the sustainability of said project though. For instance, will it create a lot more work for someone else when you leave? Will it save someone time? Will it cost money? Be realistic.)
- **Is there something about the industry you want to learn?** You can do some research or read literature on the subject. Ask your colleagues for suggestions.
- **Is there a skillset you wish to develop?** Give yourself projects or ask your supervisor for a low risk project you could try testing things.

Summer Funding Opportunities to Assist with Expenses for Unpaid Internships:

Duke Career Center Summer Internship Funding

<https://studentaffairs.duke.edu/career/programs/internship-funding-program>

Possible Further Reading:

Online Internship Guide provided by the Duke Career Center:
<https://studentaffairs.duke.edu/career/online-tools-resources/career-center-skills-guides/internships>

Online Articles:

“11 Impressive Questions to Ask at the End of Every Job Interview”
https://www.huffingtonpost.com/entry/job-interview-questions-to-ask-us_5b6881dde4b0b15abaa5b34d?utm_medium=email&utm_campaign=TheMorningEmail_080718&utm_content=TheMorningEmail_080718+CID_9fe12058d5243923f708c9995c434bee&utm_source=Email%20marketing%20software&utm_term=one%20of%20these%20questions&ncid=newsltushpmgnews_TheMorningEmail_080718

“The First Thing You Should Do After You Walk Out of That Job Interview”
https://www.huffingtonpost.com/entry/post-interview-move-higher-salary-us_5b58e02ae4b0b15aba94c347?utm_medium=email&utm_campaign=TheMorningEmail_072718&utm_content=TheMorningEmail_072718+CID_e9c84861f9ec124a888070b00d7e4aef&utm_source=Email%20marketing%20software&utm_term=very%20first%20thing&ncid=newsltushpmgnews_TheMorningEmail_072718

“10 Ways to Get the Most from Your Summer Internship”
<http://time.com/money/4361391/10-ways-to-get-the-most-from-your-summer-internship/>

“15 Ways to Stand Out as an Intern” <https://www.businessinsider.com/15-things-interns-do-to-stand-out-2014-5>

Books:

True, Michael *InternQube: Professional Skills for the Workplace*