COLGATE UNIVERSITY  
CENTER FOR CAREER SERVICES

Summary of Required Assignments for Internship Credit

All written assignments should be typed, 12pt. font, Times New Roman (or similar) font, double spaced and with 1” margins. **YOUR WRITING SHOULD BE THOUGHTFUL AND PROOFREAD.** Please submit all assignments electronically to internship@colgate.edu.

Please be aware that any of the following will result in a failing grade, which will be visible on your transcript:

- Failure to complete the 120 hours of work after beginning the internship.
- Failure to complete these assignments by the deadlines.
- Poor quality of assignments.

**DEADLINE FOR ALL ASSIGNMENTS:** Tuesday, August 22, 2017

1) Final report  
**Content:** This report should be a synopsis of the main achievements of your internship experience, including a self-evaluation of your performance and achievement of the objectives (your proposed learning objectives).  
**Details:** Reports should be a minimum of 350 words.

2) Two informational interviews and reports  
**Content:** Conduct two informational interviews with a professional in your career field of interest who can provide your insight into their work or professional path. Interviewees can be at another company/organization, or your internship site, but may NOT be your supervisor. You may not interview the same person twice. Please refer to the enclosed handout on informational interviewing, as well as the Colgate Connections online workshop found on Career Services’ website to prepare.  
**Details:** **Informational interviews should last at least 30 min.** You should set aside time specifically to engage in this conversation. Each report must be at least one typed page. Reports are NOT a transcript of the conversation, but rather a synopsis of what you learned.

3) Final evaluation by on-site internship supervisor  
**Content:** The evaluation form is included in the enclosed packet. Be sure to provide your supervisor adequate time to complete the form and schedule a meeting with that person to debrief on this feedback.  
**Details:** This form must be signed and submitted (faxed, mailed, or emailed) by your supervisor to Career Services (internship@colgate.edu).

4) Participation in the Summer Expo (Optional)  
Students are encouraged to present at Career Services’ Summer Expo to highlight their internship experiences to other Colgate students. Please watch for Career Services’ emails soliciting presenters. Presentations are informal and highly benefit the Colgate community.
Tips for Maximizing Your Internship

Preparing for/Maximizing Your Internship

- Learn as much as you can about the company/organization and industry in advance of your internship. Use the Career Services website, the Internet, the Career Services Resource Library, and your relationship with your new employer to research.
  - CCS Website: The Career Insider; Ferguson’s Facts on File; Wetfeet.com, Spotlight on Careers
  - Company/Organization’s website: general info, annual reports
  - CCS’ print materials—ask for help to navigate our library’s materials
  - Current news/events! Google the sponsor, Google the company
  - Supervisor: Ask for suggestions for reading material, job description, etc.

- Be prepared to talk about your own goals and career aspirations. Your supervisor will be more motivated and interested in helping you if you can be clear about your interests and goals. Be energetic and positive!
  - Why did you pick this site (or this field) to intern?
  - What have you done in the past that led you to choose this opportunity?
  - What is your next step? What do you hope to gain from this internship that will prepare you for future moves?
  - About what are you curious?

On-site success

- You never get a second chance to make a first impression...or to leave a bad impression
  - Attitude is KEY—be open-minded for new experiences and do your best work regardless of the assignment.
  - Arrive early, don’t be the first to leave!
  - Dress appropriately...throughout the summer (not just the first few days). Learn to iron.
  - Accept invitations for social engagements, if you can—give colleagues the opportunity to get to know you!
  - Make it a habit to turn off (not mute) your cell phone on site!
  - Do not use employer time to surf the internet or do personal email/IM/Facebook, etc.
  - Be polite and friendly to EVERYONE you meet!

- Establish a professional working relationship with your supervisor
  - Set up a time to speak with your employer to understand both of your work styles—how to best communicate work-related tasks, performance feedback, questions.
  - Ask clarifying questions when clarity is needed—never assume.
  - Understand your resources—who/what are resources available to you to perform well?
  - Address and work together to resolve dissonance—do not let issues fester, but address them before they have a significant impact on your work, or your enjoyment of your work.
  - Show initiative—ask for a greater role if you are not being challenged. You may have to propose what that role may be.
  - Set up mid-summer performance review to gain feedback on your work.
  - Always leave on a positive note—Write a thank you note!!
  - Maintain your relationships with your colleagues/supervisor even when you don’t need anything from them!
Preparing for networking

- Understand that the value of networking extends beyond a person’s ability to give you an internship—take time to speak with people (professionals, alumni, peers) even if the “gain” for you is not apparent.
- Be genuine, be yourself!
- Be prepared to speak about Colgate!
- Be prepared to speak about yourself (see notes above).
- Use the Colgate Connections informational interviewing online workshop and guide found on our website to formulate questions for professionals you meet.
- Plan ahead! It may take time to coordinate schedules and set up conversations.
- Follow up promptly with a thank you note.
- Explore continued relationships with contacts...behavioral interviews, job shadow experiences, strategy conversations for entering their fields, exploring locations, and more!

Most of all...Enjoy your experience!
Questions for Informational Interviewing

Use the following as a guide for sparking conversations with a professional contact. Make adjustments to ensure your questions are relevant to the contact and to your curiosities. Note: If your conversation is scheduled in advance, research the person and the employer. Reveal your knowledge in the questions you ask.

Contact background

- How did this type of work first interest you, and how did you get started?
- Why did you choose this field?
- What jobs and experiences have led you to your present position? Have you attended graduate school?
- How did you get your job?
- Why did you decide to work for this company/organization?
- What are your short and long range professional goals?
- If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
- Does your work relate to any experience or studies you had in college? How does a liberal arts education translate into your work?
- What courses have proved to be the most valuable to you in your work? What would you recommend for me?

Student preparation

- What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
- How do you think Colgate’s reputation is viewed when it comes to hiring?
- Are there any written materials you suggest I read? Which professional journal and organizations would help me learn about this field?
- [If you feel comfortable and it seems appropriate:] Would you mind taking a look at my resume?
- Do you know of other people whom I might talk to who have similar/different jobs?
- Would you be willing to look over my resume and provide me some feedback?

Job Function (how does someone spend the majority of their time)

- What is a typical day?
- What projects take up the majority of your time? What are the duties/functions/ responsibilities of your job?
- What kind of problems do you deal with?
- What does it take to be successful in your position? Industry?
- What kinds of decisions do you make?
- What percentage of your time is spent doing what? Are there busy and slow times or is the work activity fairly constant?

Job Satisfaction

- What are the most important personal satisfactions and dissatisfactions connected with your occupation? What do you like/not like about working in this industry? This company/organization?
- What interests you least about the job or creates the most stress?
- How would you describe your work environment and the people with whom you work?
- How has your job affected your lifestyle?
- What are the major rewards aside from extrinsic rewards such as money, fringe benefits, travel, etc?

Organization-specific

- Can you describe how your organization is structured? What are the different departments/divisions?
- What are typical entry-level jobs in your organization?
- What does the company/organization do to contribute to its employees’ professional development? What is involved in training new employees?
- Does the company encourage and pay for employees to pursue graduate degrees?
- Why do clients/customers choose this company/organization?
- What can you tell me about the culture of your organization?
• Is there a basic philosophy of the company or organization and, if so, what is it? (Is it a people, service or product oriented business?)
• Is there flexibility related to dress, work hours, vacation schedule, place of residence, etc?
• How are employees evaluated?
• Who would you consider competitors of your employer?

Industry/Field Knowledge
• How does your company/organization differ from its competitors?
• What are the various jobs in this field or organization?
• What sorts of changes are occurring in your occupation?
• How is the economy affecting this industry? What would be the outlook for this field?
• What are some future areas of growth?
• What are the typical entry-level job titles and functions? What entry level jobs are best for learning as much as possible?
• What other jobs can you get with the same background?
• How important are grades/GPA for obtaining a job in this field?
• What abilities or personal qualities do you believe contribute most to success in this field/job?

Career Advancement
• How does a person progress in your field? What is a typical career path in this field or organization?
  • What is the best way to enter this occupation?
  • What are the advancement opportunities
  • What are the major qualifications for success in this occupation?
• What are the skills that are most important for a position in this field? How did you learn these skills?
• Do most entry-level hires start in a formal training program?
• What is the average length of time for an employee to stay in the job you hold? Are there incentives or disincentives for staying in the same job?
• What are the salaries ranges for various levels in this field? Is there a salary ceiling?
• What are the educational requirements for this job? What other types of credentials or licenses are required or possible? What types of training do companies offer persons entering this field? Is graduate or professional school recommended?
Informational Interviewing: Tips for Success

This list is an informal collection of personal experiences and views from Colgate’s Alumni Corporation Board of Directors. To sharpen your informational interviewing skills, we encourage you to work with the Career Services staff, take advantage of on-campus sessions with alumni and company information sessions, and let us know how we can help. In the meantime, we hope you find this tip sheet useful.

1. What makes an informational interview successful?

**Be prepared.**
- Do your homework. The more prepared you are, the easier it is for me to help you.
- Know what you want from the conversation. What do you want to learn about? Are you looking for advice, information, feedback, referrals?
- Don’t focus on questions you can research in advance (ie. company, industry). Do focus on personal questions, such as “a day in the life” and what I like/dislike about my work.

**Lead a productive conversation.**
- I want you to leave knowing more about my industry, company and/or specific career options.
- It’s ok to call and explore options if you don’t know exactly what kind of job you want. But let me know at the outset. Don’t make me guess what you want out of the conversation.
- I don’t feel helpful if we blast through a checklist of too many different questions. Let’s discuss fewer topics in greater depth.

**Be gracious.**
- Work on your tact and communication skills all the time. Proof notes and e-mails for errors.
- Focus on the appropriate level for your experience. Sometimes students are too aggressive/not realistic about the type of job in which they might start.
- The more appreciative and respectful you are, the more I want to help.
- I won’t refer students to one of my contacts if I don’t think they will handle themselves well.

2. What are the most common mistakes info-seekers make?

**Not being prepared.**
- Not doing preliminary research.
- Not coming prepared with questions.
- Not having any idea about what type of work I do.

**Confusing informational interviews with job interviews.**
- Asking for or trying to sell yourself to get a job. Remember – you’re there to get information.
- Assuming that my job is to help you get a job.
- E-mailing me a resume and asking for a job.

**Not following up.**
- I’m amazed at how often I don’t even get a personalized thank you or update call/NOTE.
- I encourage students to stay in touch. Unfortunately, they typically don’t.
- When I refer students to other alumni and personal contacts, the follow-up is spotty. Often I don’t even know if they tried to follow up. It makes it tough to give referrals.
3. Why do I agree to participate? What’s in it for me?

I’ve been there myself.

- As a student, I didn’t know what I wanted to do. The interviews helped me narrow my options. I ruled out a lot of things that didn’t interest me.
- It helps me remember what it was like to be looking for a job right out of college.
- I graduated in a very tough economy and job market, and I remember what that was like.
- Other people were very helpful to me, so I am happy to repay the favors to others. I hope that, in turn, those that I help will pass along the favor when people seek them out.

I’ll be there again.

- I’ve gone through many career transitions – and expect to go through more. Helping others makes me feel more comfortable and skilled when I need to ask for help.
- It helps build my network for future business and professional contacts.

I enjoy it.

- I like helping students.
- It helps me feel connected to Colgate.
- I’m proud of my work and accomplishments. I enjoy seeing others benefit from my experience.
- It helps me get a fresh perspective on my own career, industry, company.
- I like talking about my job. Talking about what you do helps you focus on the good things and put some of the difficulties in perspective.
- Even in my job we have slow periods – and it’s a good way to use downtime.

4. Here’s some parting advice and encouragement we want to share...

- Talk to as many people as you can – the more you talk to people, the more you learn.
- The more direction you get by learning about companies and careers, the easier it will be to get a job. Employers like to see people who are focused and dedicated.
- Be creative in your search. Certain fields have always required an “invent your own search” technique. In a tough market, these techniques are important in all fields.
- Don’t let the frenzy of the recruiting cycle or the job choices of your peers become your benchmark for success. Keep exploring alternatives until you find what’s right for you.
- Don’t expect the person you are interviewing to hand you the perfect wisdom, the secret of success – or a job. Do expect honest discussions and personal insights.
- It helps to send a letter or e-mail before you call alumni, letting them know who you are and why you are contacting them. They will look forward to your call.
- If your informational interviews aren’t going well, ask your contacts for feedback. At least you’ll learn how to make your next interviews better.
- Pick up the phone and call!
“Tell Me a Little About Yourself” – Informational Interviewing and Networking

“So, tell me a little about yourself” is one of the most common requests for information in information interviewing, networking, and interviewing, and simple as it sounds, is also one of the most difficult to answer. We recommend that you work on creating your “story” now so it won’t seem intimidating when it is asked.

Your response to “tell me about yourself” will need to be customized both in length and in content depending on the context, audience, and objective. For informational interviewing and some networking, it will be 45 to 60 seconds long, with a broader focus; for networking with higher level individuals or for interviewing, it will be closer to two minutes with the content focused on the position you are targeting.

To craft a response to “Tell me about yourself” for an informational interview, make sure that you ask yourself and answer “What are the top three or four things this person should know about me?” As a starting place, you should focus on:

- Academics, including research assignments, group projects, intended extended study or study abroad experiences. Think about what attracts you to your favorite class or your concentration.
- Key (but not all) extracurricular activities
- One or two of your favorite accomplishments in summer learning experiences, jobs, extracurricular activities, or coursework
- Your interests and strengths demonstrated by those accomplishments (and where you are considering applying them post-Colgate, if you have an idea)
- What you would like to know from the individual

Here’s an example created by Lauren, our former Programming Intern.

(45 – 60 Seconds): You are speaking to an alumna/us contact you obtained through the Colgate Connection for career exploration advice.

“An English concentrator, I have always wanted to be involved with in a marketing, advertising, or public relations role because of the emphasis on language and individuals. I have significant experience with event planning and management and advertising through my work as Co-President and Publicist of Class Council, and as the Programming Intern with the Center for Career Services. This past summer, I also had the opportunity to work as a market research intern for NBC. My experience with NBC increased my interest in the media industry, but I am still exploring whether marketing, advertising, or public relations is the best fit. Would you mind telling me about your own experience in this field and a little bit about the industry in general?”
**Internship Credit Supervisor Evaluation**

<table>
<thead>
<tr>
<th>Student’s name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer:</td>
<td></td>
</tr>
<tr>
<td>Supervisor name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>Email:</td>
</tr>
</tbody>
</table>

Please respond to the following questions. Electronic versions of this form are available at www.colgate.edu/campus-life/career-services/jobs-and-internships/icp

- How would you describe the intern’s performance throughout this internship? Please provide examples of the intern’s accomplishments and contributions.

- How would you assess the intern’s potential for working within this career field/industry?

- Are there additional areas of improvement you might suggest for this individual?

By signing below, I verify that this intern completed at least 120 hours of work with my employer.

Supervisor/Sponsor Signature ____________________________ Date ________________

Thank you for completing this evaluation. We ask that you share its content with the student prior to his/her departure from the internship. Please return the form to: Center for Career Services, Colgate University, 13 Oak Drive, Hamilton, New York 13346 | Email: internship@colgate.edu | Fax: 315.228.7178 by Tuesday, August 22, 2017.