

FOLLOW THROUGH

(during the Fall quarter at your MBA program)

- Follow up with your key internship mentors, team members, and contacts to check on opportunities with the company.
- Find ways to weave the company or industry into your course-related projects.

Questions?

These are recommendations only. If you have questions about employing a strategy or tactic, please contact MBA Career Services or email a coach or associate. Following are selected quotes from the Foster Employer Advisory Board:

“Be flexible with your expectations – the project scope will likely change during your internship”

-Sr. Manager, Corporate Development
– Starbucks Coffee Company

“Successful students find the work themselves and show a great deal of self-direction”

-Product Manager
– T-Mobile

“Emphasize networking during your internship. When considering ways to approach colleagues and build relationships, think ahead about smart questions to ask that are relevant to their role and focus”

-Vice President, Business Services
–iSoftStone

“Show passion about the firm and that you are excited about the project.”

-Senior Consultant
– ECG Management Consultants

*Adapted with permission from:
McCombs School of Business
(University of Texas, Austin)*

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Know Yourself.
Know Your Market.
Market Yourself.

Manage It!

Make the Most of Your Summer Internship

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Manage It:

Make the Most of Your Summer Internship!

BEFORE YOU START

(Yes, this means in the weeks leading up to your internship!)

- Learn the language of the company, function, and industry (read, read, read).
- Talk to people on your new team (talk, talk, talk—about their backgrounds, interests, work, projects... start building a rapport).
- Think of projects you'd like to work on or develop and suggest them to the team members and your team lead/supervisor/manager.

ESTABLISH THE RAPPORT & FOUNDATION

(Weeks 1-2)

- Learn more about the language of the team, function, company, and industry (ask for a lexicon, they may have one).
- Ask about, and learn about their key tools, systems, processes, procedures for doing their work.
- Become a master at the company's key methods of communication (teleconferencing, outlook scheduling, voice mails, etc.).
- Meet and befriend the administrative staff. (Many have been there longer than head executives and really know how things work.)
- Listen more than you speak during key meetings unless directly asked for your

ideas. Ask peers and team members about your ideas offline first.

- Clearly define in writing (it can be something as simple as an email) your summer project schedule and review/report/presentation period at the end of your projects. Also be sure to schedule regular (weekly or bimonthly) meetings for feedback from your supervisor.
- If there isn't a networking program for interns to meet executives and leaders throughout the company, create your own.
- Do great research and work!

MAKE THE CONNECTIONS

(Weeks 3-4)

- Now that you know people a little bit, establish at least two mentors (a peer and a subordinate) to learn from. (Treat them to breakfast or lunch).
- Begin speaking out more during group meetings now that you have established an offline acceptance of your ideas from your team.
- Find people (alums and interns from other programs) in other parts of the company and industry.
- If you're not getting to do the work you were expecting, let your team lead/supervisor/manager know, and make suggestions accordingly.
- Do great research and work!

BUILD THE BRIDGES

(Weeks 5-8)

- Ensure you have a mid-summer review to get a true reflection of your performance, impact, and ways to improve.
- Make use of breakfasts and lunches with your newly found mentors and contacts within the company to network and expand your knowledge.
- Reach out to people within the industry to arrange information-gathering calls to learn about their companies and their perspective on the industry.
- Target other departments within the company to learn about the overall business.
- Find out from the recruiting team what its outlook and procedures are for on-campus interviews for full-time positions.
- Openly share your thoughts with EVERYONE about how you most would like to contribute to the company and industry.
- Do great research and work!

CREATE THE OPPORTUNITY AND CLOSE THE DEAL

(Weeks 9-12)

- About two to three weeks before your last day, begin asking for the opportunity to contribute your skills, knowledge of the company and enthusiasm in a job with the company.
- Ask about the steps you should follow to attain or get offered a job there. Be prepared to talk about what problems you can solve and what you can do for them.
- Ensure your summer performance review discussion happens.
- Send personal voice messages and notes

to people you've met and learned from (from administrative assistants to VPs and partners).

- Create a Fall practicum within the company or industry to ensure your experience keeps building in the Fall (optional).
- Do great research and work!



3 Keys to Succeed

FOCUS

Summer projects (internships or otherwise) serve one purpose: to give you experience and exposure. Experience in a functional area (e.g. finance, marketing, etc.) and exposure to a company and/or industry in which you would like to secure that full-time job. Money is secondary.

STRATEGY

Showcase how valuable you can be to your future employer (the one you are working for or the one you want to work for). Learn more about the people and the work in the company/industry in which you want a full-time position.

TACTICS

Executives have said that the activities in this brochure have made the most impact on the success of MBA students -- either because students did them well, or because students waited too long before doing them, if ever. Do them, and you'll find they will work in your favor.