

Dos and Don'ts for Internships and/or while working for your ELP Project

DOs	DON'Ts
<ul style="list-style-type: none"> • Do set specific goals for yourself and for each of your internship. Know what you want to accomplish with each internship • Do take advantage of job and career fairs to scout possible internship opportunities • Do try and obtain multiple internships • Do expect to be treated professionally. And do act professionally at all times • Do utilize your network of family and friends to the fullest to get leads on internships • Do try and schedule regular meetings with your internship supervisor • Do get as much exposure throughout the internship organization as possible • Do find a mentor within the organization, whether it's your internship supervisor or some other manager • Do make sure you leave your internship with new skills, a better understanding of your field, and tangible accomplishments • Do get as much exposure in the organization as possible. Find your role and claim ownership of your projects. This will bring recognition to your work ethics and value. • Do be sure you have a dynamic cover letter, a superior resume, and 	<ul style="list-style-type: none"> • Do not think of any tasks as menial even if it is - keep the attitude at home! • Do not make tall claims about your competencies. The fact that you are an IBA student, who has managed to successfully come so far, is enough to warranty your capabilities • Do not hesitate to take an initiative • Do not expect all internships to be paid. Remember, experience gained, itself is a big reward. Some of the best internships may not be paid. • Don't be afraid to ask questions when things are unclear. To get the most out of your internship, you need to be open to learning new skills and techniques • Don't expect internships to just be handed to you; internships must be earned, as with any job • Don't pass up opportunities to have experiences beyond the regular scope of the internship that lead to chances to learn more about the company or industry • Don't be afraid to ask questions. And do be open to learning new skills and methodologies • Don't forget to take advantage of the Career Development Centre at IBA, which typically have leads to numerous internship opportunities • Don't ever give up in your internship quest and do exhaust all possible

polished interviewing techniques

- Do send thank you letters to all people who interview you -- and all the people who help you find an internship
- Do keep in touch with key coworkers from your internships -- and do cultivate them to become part of your network
- Punctuality is important. Make sure to arrive on time. Late comers leave a bad impression
- Do come to the office on your first day with an open attitude; attitude to observe, learn and maybe even suggest ideas
- Think of possibilities whereby you can apply your academic knowledge to the real world
- Be prepared to run menial errands or filing papers. It happens, but not all the time
- Do remember that you are being watched for every little thing you are doing
- Show keenness to work and willingness to learn
- Remember to give your best, as many companies follow policies of hiring their internees
- Last, but not the least, always depict a notable ethical behavior
- Ensure to appropriately transfer your internship experience into your CV.

internship leads

- Don't burn any bridges -- even if your internship was not the best.

Specially for ELP:

- Do not go on the company's name. Think in terms of learning. Often smaller companies provide more avenues for learning and growth.
- Do not expect the group leader to be on the forefront at all times. It's an ideal opportunity for each of the group member to make contacts within the organization.

Specially for ELP:

- Prepare practical time lines for your tasks and try your utmost to stick onto them.
- Make sure you achieve what you have committed to the Company.
- Be well prepared. If the company official asks you anything, you don't know of, it is always better to excuse and say that I'll get back to you, rather than misquoting information/data.
- Do remember: It's a perfect opportunity to show your potential and make a smooth transition with a job at the company.