

## The Benefits of an Internship and Tips for Success

### Benefits of an internship

Three of the top personal qualities employers seek are: communication skills, leadership, and teamwork – all of which can be developed during an internship. Some of the many benefits of an internship are:

- Networking opportunities with professionals in your field
- An opportunity to determine if this is the right career path
- An opportunity to apply what you have learned at Brandman
- Expand your experience and build your resume, both of which can assist in your job search

Brandman University students can work with their academic advisor to determine how an internship might fit into their academic plan. Current students can learn more about this process and its requirements [here](#).

### How to locate an internship

#### Research

Start by researching websites of companies that you're interested in learning more about or working for. You can even use common [job search resources and strategies](#) to get started. Check under the appropriate section (*internships, human resources, careers, employment opportunities sections*) on company websites to see if internship opportunities are available.

[The Vault](#) has a great repository of company profiles and direct links to internship opportunities. You can also use career search engines and job banks, like [Indeed.com](#) to search for internship opportunities instead of jobs. List "Internship" in the search box instead of a job title. You can even use your school's dedicated job search tools to look for internships. UMass Global's students for example have exclusive access to its job portal [CareerLink](#) which may also have internship opportunities listed.

#### Network

Talk with your professors or anyone in your professional networking group. Don't forget to network with family, friends, classmates, and acquaintances. Learn more about how [networking can benefit your career](#) and get tips from the experts on how to get started.

## Internship do's and don'ts

### What to do for a successful internship

- **Do your research.** Prior to your first day, research as much as you can about the company and current trends in the industry. This will help you feel more confident and comfortable when you start and will also show your enthusiasm and commitment.
- **Set goals.** Talk to your supervisor about what their expectations are for you. But also know what your own goals are and what you would like to learn and discuss these interests with your supervisor as well.
- **Ask questions.** As a student, you are there to learn so ask away. Learn all you can about the business and the industry by talking with people in different departments as well as clients and vendors whenever possible.
- **Take your assignments seriously.** Be diligent and accurate in your work. You may encounter a great deal of ambiguity in your assignments, so when in doubt seek direction so that you consistently turn in high quality work.
- **Seek out work.** Ask for more work when assignments are complete, or take the initiative to identify work that needs to be done and offer in advance.
- **Network, Network, Network.** Capitalize on your time with the company and take the opportunity to meet as many of your co-workers as possible, especially those in other departments. You never know who you may meet that could support you in the future or connect you to another opportunity.
- **Find a Mentor.** They can arrange opportunities such as participation in meetings or events and provide you with valuable insight based from their experience.
- **Reflect on your experience.** Consider the skills that you've gained and update your resume with your experiences and accomplishments.;

### What not to do during an internship

- **Dress inappropriately.** Think long and hard about how you want to be perceived and take your wardrobe into consideration at all times. A good rule of thumb is to dress for the job you want, not the job you have.
- **Be late.** It sounds simple, but punctuality speaks volumes about your professionalism.
- **Gossip.** It's good to talk with your co-workers and get to know them but beware of gossiping and complaining and avoid office politics.
- **Say it's not your job.** You are there to learn, if you have an opportunity to learn something new or make a connection with someone in another area, take it.
- **Be distracted by digital devices.** Stay off your phone and other devices and stay focused on your tasks.



To receive academic credit for an Internship, UMass Global students must register for LBSU/492 or BUSU/598 and complete the academic requirements of these courses alongside the internship. Learn more about our [internship requirements and process](#).