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*Student*  
**Internship Toolkit**

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# Start your INTERNSHIP JOURNEY!

Whether you have secured an internship on your own or with a local employer participating in the Berry College Community & Industry (C&I) Work Partnership Program, an internship experience allows you to apply what you have learned in the classroom to a real-world setting. You'll gain transferrable skills, expand your professional network, and further explore a career field that interests you. Internships may be paid or unpaid, and some may also qualify for academic course credit toward your degree. Schedule a time to meet with your faculty academic advisor or with a CPPD team member through Handshake to learn more!

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# How to Find an Internship



## STEP 1: Update Your Personal Branding

Make sure your Handshake profile, resume, and LinkedIn profile are updated before you start searching for an internship.

## STEP 2: Search and Apply

- Handshake: Thousands of internships are currently posted to Handshake. Apply now and often (we suggest applying up to 5+ a week).
- LinkedIn: LinkedIn also has thousands of internships posted. There is even the ability to search for remote internships.
- JobX
- Idealist
- UCAN
- CareerShift
- Internships.com
- GoinGlobal

Don't forget that your professors are here to help! Talk to them or CPPD staff to network AND make connections!



## STEP 3: Get Help

Attend a CPPD event, connect with alumni, or schedule an appointment with the CPPD!

# Preparing for Your Internship

**Set goals and learning objectives**



**What skills do you hope to use and learn?**

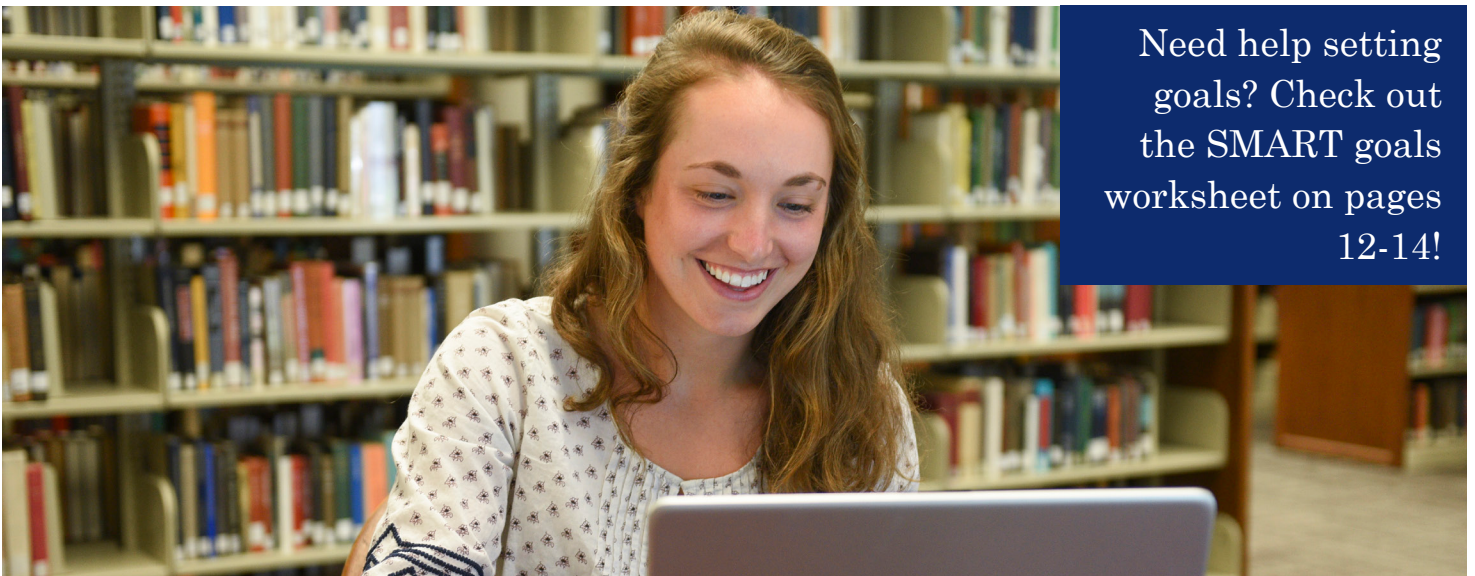


**More preparation = better experience!**

**Set realistic expectations before you arrive:**

- Examine the company focus, mission, or goals
- Have your documents prepared
- Complete the necessary paperwork or online training if applicable
- Make sure you and your site supervisor are on the same page. Come up with questions and ask to meet for a conversation if needed.

**Doing the work beforehand shows awareness and maturity!**



Need help setting goals? Check out the SMART goals worksheet on pages 12-14!

# *First Day? No Problem!*

## **What You Should Learn:**

1. Company culture, standards, mission, etc.
2. Site supervisor expectations (breaks, meals, attire, etc.), fellow employee expectations
3. Your role and expectations regarding technology use
4. Share your learning objectives

If you have not discussed these in week one, request a conversation with your supervisor, and then alert your on-campus faculty advisor or contact.

## **What You Should Do:**

1. Bring things you may need (extra clothes, snacks, phone charger, etc.)
2. Be punctual and dependable:
  - Arrive on time
  - Do a test run for your morning commute
  - Call your supervisor if you have an emergency
  - Ask in advance for necessary time away (know the policies for time off requests)
3. Refrain from personal cell phone use while working
4. Ask questions!
5. Keep your task list organized with whatever system you like best, and update your supervisor on your progress often
6. Organize your semester and aim for work/school/personal life balance

# *Representing Yourself & Your Institution*



## Why is it important to be an extraordinary worker?

- Potential for full time employment
- You represent not only yourself, but Berry College as well!
- Apply academic knowledge to real life issues (valuable hands-on experience)
- Build your network in the field

## To be truly successful, strive to be someone who...

- They will be sad to see go and would take back in a heartbeat
- People at all levels are glad to have on the team
- Is “irreplacable”
- People say it won’t be the same without you
- Leaves with an excellent reputation



**Remember, you are representing  
Berry College!**

# Attitude & Mindset

## Keep a Positive Attitude

- Receive constructive feedback
- Manage relationships:
  - Get to know the people in the office
  - Remember personal details
  - Network at company events
  - Treat everyone with respect no matter what level



## Beyond Attitude: Your Work Ethic Matters

- Demonstrate initiative and always give your best
- Proofread your work for accuracy, professionalism, and quality, and make sure to respond in a timely manner
- Go beyond your “job description” when appropriate—do whatever you can to help regardless of your title or role!

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# *Professionalism in the Workplace*

## **Work Attire**

- Mimic what you see
- Don't let clothes or accessories distract others from work
- Ask your supervisor if you aren't sure about workplace attire policies
- It is better to be above the standard than below it!

## **Communication**

- The #1 key to success
- Always respond to all forms of communication
- Be timely and set a short email delay
- Use professional language
- Clear subject lines
- Check for spelling and grammar

## **Confidentiality**

- Keep it at work
- Don't gossip or talk about other people's personal or professional matters
- You may be required to sign a formal statement regarding confidentiality in the workplace

## **Social Media**

- Never post anything you wouldn't want your supervisor or coworkers to see
- 90% of recruiters and hiring managers have visited a potential candidate's profile as part of the screening process
- 70% of recruiters have rejected candidates based on content found on social networking profiles

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# *Internship Best Practices*

## **Work Ethic & Initiative**

Play an active role in your learning. Ask questions, be proactive, seek out ways to be a valuable team member. Maximize this time to learn and expand your skills!

## **Be Friendly, Not Casual**

A friendly, “How are you today?” is great, but a “Wuz up Brah?” is not. Don’t LOL, AFK, IKR, etc. in your emails. Spell it out and save the slang for when you are off the clock.

## **Be Positive & Open to New Things**

Trying new things can be scary at first, but practice saying, “Yes,” and “I’d be happy to,” when approached with a new request. You aren’t expected to be an expert. You are expected to try your best.

## **Respect Confidentiality**

Keep work at work. It’s fine to share the general nature of what you are doing with friends, but keep the details to yourself. Legally, you may be required to. Ethically, it’s a good idea.

# *Evaluating Your Progress*

- Evaluations and checking in with yourself and your supervisor helps to reach goals and remain accountable
- Ask for a mid-semester performance review
- Are you making progress on your learning objectives?
- Is there a gap between expectations and reality?
- If you make mistakes, accept responsibility and fix the issue
- Remember, this is a learning experience—be flexible and open-minded



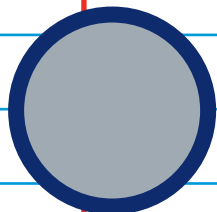
# Wrapping Up Your Internship



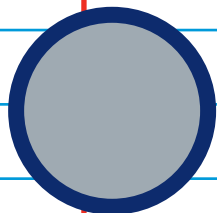
Complete any academic requirements AND the evaluations the CPPD sends out through email.



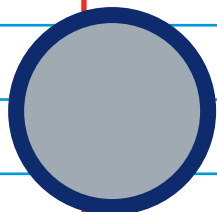
Reflect on your accomplishments and how academics tied to your internship.



Thank your supervisor and keep in touch—these relationships can be meaningful down the road, too!



Complete an exit interview if requested.



Revise your resume to include internship experience ASAP.

# Berry College Internship Goal-Setting Form

**Supervisor Name:** \_\_\_\_\_  
**Supervisor Title:** \_\_\_\_\_  
**Supervisor Email:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Student Name:** \_\_\_\_\_  
**Student Email:** \_\_\_\_\_

Review the sample goal below and work with your internship site supervisor to define three learning goals for your internship experience. Keep this form for final internship evaluation.

## Sample Goal – Enhance Project Management Skills

|                         |                                                                                                                                 |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Specific:</b>        | I would like to learn how to create project timelines, delegate task, and meet deadlines                                        |
| <b>Measurable</b>       | I will manage at least one project from start to finish and deliver a report summarizing outcomes                               |
| <b>Attainable</b>       | I will observe my supervisor's project planning process, take on smaller responsibilities, and gradually manage a full project. |
| <b>Realistic</b>        | This aligns with my role and the team's ongoing projects, and I will dedicate specific hours to this goal.                      |
| <b>Time-Bound</b>       | I will achieve this by the end of my internship period                                                                          |
| <b>Why this Matters</b> | This skill is critical for my desired career in operations management                                                           |

**Internships** are a cornerstone of Berry College's mission to blend academic knowledge with hands-on experience, allowing students to develop and demonstrate the NACE competencies essential for career readiness (click here to read more about each competency:  
<https://tinyurl.com/34e2uzyb>)

## NACE Competencies (select all that apply)

- ☐ Self & Career Development
- ☐ Communication (Verbal and Written)
- ☐ Critical Thinking
- ☐ Equity and Inclusion
- ☐ Leadership
- ☐ Professionalism
- ☐ Teamwork
- ☐ Technology

| GOALS                                      | SPECIFIC – MEASURABLE – ATTAINABLE – REALISTIC – TIME |
|--------------------------------------------|-------------------------------------------------------|
| <b>Goal #1 (What do I want to achieve)</b> |                                                       |
| <b>Specific</b>                            |                                                       |
| <b>Measurable</b>                          |                                                       |
| <b>Attainable</b>                          |                                                       |
| <b>Realistic</b>                           |                                                       |

|                                                                                         |  |
|-----------------------------------------------------------------------------------------|--|
| Time-Bound                                                                              |  |
| Why This Matters:<br>how is this connected<br>to your academic /<br>professional goals? |  |
|                                                                                         |  |
| <b>Goal #2 (What do I<br/>want to achieve)</b>                                          |  |
| Specific                                                                                |  |
| Measurable                                                                              |  |
| Attainable                                                                              |  |
| Realistic                                                                               |  |
| Time-Bound                                                                              |  |
| Why This Matters:<br>how is this connected<br>to your academic /<br>professional goals? |  |
|                                                                                         |  |
| <b>Goal # 3 (What do I<br/>want to achieve)</b>                                         |  |
| Specific                                                                                |  |
| Measurable                                                                              |  |
| Attainable                                                                              |  |
| Realistic                                                                               |  |
| Time-Bound                                                                              |  |
| Why This Matters:<br>how is this connected<br>to your academic /<br>professional goals? |  |
| Supervisor's Signature_____                                                             |  |
| Student's Signature_____                                                                |  |

## List of Sample Goals for Inspiration

|                                                                                       |                                                                             |                                                                                |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Develop Proficiency in financial reporting and auditing</b>                        | <b>Enhance practical livestock handling and veterinary care skills</b>      | <b>Strengthen creative portfolio through hands-on studio projects</b>          |
| <b>Advance laboratory techniques and data analysis skills</b>                         | <b>Cultivate leadership abilities and team management strategies</b>        | <b>Enhance stage performance and production design expertise</b>               |
| <b>Gain experience in chemical analysis and R&amp;D</b>                               | <b>Build expertise in multimedia storytelling &amp; public relations</b>    | <b>Improve software development and coding proficiency</b>                     |
| <b>Develop skills in content creation and editing for publication</b>                 | <b>Practice classroom management &amp; curriculum design strategies</b>     | <b>Expand knowledge in ecosystem management &amp; sustainability practices</b> |
| <b>Strengthen investment analysis &amp; portfolio management skills</b>               | <b>Enhance research and archival documentation techniques</b>               | <b>Build cross-cultural communication and policy analysis skills</b>           |
| <b>Develop strategies for social media campaigns &amp; brand promotion</b>            | <b>Apply quantitative analysis to real-world problem-solving</b>            | <b>Hone performance techniques and collaborative composition skills</b>        |
| <b>Enhance clinical skills in patient care and medical documentation</b>              | <b>Gain experience in governmental policy research and civic engagement</b> | <b>Deepen understanding of theological principles and community outreach</b>   |
| <b>Enhance knowledge of human movement, exercise rehabilitation, and biomechanics</b> | <b>Build expertise in behavioral observation and data interpretation</b>    | <b>Strengthen critical thinking and ethical decision-making abilities</b>      |

**BERRY COLLEGE**  
Internship Program  
**SITE SUPERVISOR'S EVALUATION**

Student \_\_\_\_\_ Semester / year \_\_\_\_\_  
Host Organization \_\_\_\_\_  
Supervisor \_\_\_\_\_ Supervisor Position \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**Instructions:** Evaluation form should be completed by student's immediate supervisor. Evaluation is used to facilitate the student's professional growth and improve the internship process. Please provide as much information as possible and return to:

**Internship Coordinator**  
**internships@berry.edu**

**Using the following scale, please assess your student worker in each of the categories below.**

**5 = Outstanding; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor; NA = Not Applicable**

**SKILLS**

Analytical  
Computer  
Organizational  
Written/verbal communication  
Subject knowledge

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPERVISION**

Reaction to supervision  
Ability to work independently  
Acceptance of criticism and suggestions

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELATING TO OTHERS**

Ability to work as a team  
Communication with staff  
Communication with clients/customers

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**QUALITY OF WORK**

Ability to meet deadlines

Ability to understand and follow directions

Ability to learn new skills effectively

Ability to make appropriate job-related decisions

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL QUALITIES**

Adherence to policies

Attitude

Dependability

Initiative

Flexibility

Honesty/integrity/professional work ethic

Professional appearance

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else that you feel the student needs to learn to be successful in this field?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What can be done to improve the internship experience and/or process for both the student and the organization?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

# Resources

Scan Me!



## Handshake

Handshake is an online career platform that helps to connect students and recent alumni with thousands of employers, jobs and internships, virtual career fairs, and career development resources like interview prep and skill building.

Scan Me!



## C&I Collection

Check out the Community and Industry's (C&I) curated collections for off campus jobs/internships opportunities! This collection is updated frequently to reflect the C&I positions that are currently active at that given time.

Scan Me!



## Resume Approval

Need your resume approved? Scan the QR code to The Berry Journey Portal. Click on "LifeWorks + Resume Review." This provides advice for creating a strong resume and the opportunity to upload your resume for feedback and approval.



Center for Personal &  
Professional Development

Have questions or need help?



Visit us in **Krannert 310 & 320**



Email us at **CPPD@berry.edu**



Call **706.236.2292**

## Contact Us

CPPD Office: 706.236.2292

Office of Allison Hattaway, Associate Director of Employer  
Engagement & Internships: 706.236.1757



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