

Premier Finance Internship

Department of Finance Premier Internship Program (FPIP)

Strategies for a Successful Internship

Learning objectives.

It is up to you to make the most of your internship experience. Commit yourself to defining what you would like to learn from your host. Be inquisitive in your approach.

Role Definition.

During your initial conversations with the company, ask the company sponsor what your role as an intern will be in the organization. Ask the interviewer/host what they expect to receive from your work with the company. What activities and projects will you be involved with? What tasks are appropriate for you to undertake during the internship. Describe what you hope to gain and learn from the experience. This dialog will help both you and your host understand your role.

Company Structure.

Make sure to understand the structure of the company's workforce. Determining who will be your direct supervisor is essential. It is also important to find out what his/her role is in the company and in prospective tasks.

Time Commitment.

Coordinate a clear schedule and make sure that the time meets your supervisor's needs and schedule. It is important to stick to the schedule, so be sure to consider and talk about expectations for University holidays. Keep in mind many organizations do not follow the University calendar.

Facility Familiarity.

Ask for a tour of the facilities so that you can quickly become familiar with the space and the other staff members. Make it clear that you expect to have a work space to occupy in order to be a productive member of the organization. You are a member of the company. Again, discuss your schedule. If this space is shared, you should have access to it when needed.

Structured Evaluation.

Explain to your host that you will be expected to report to the Program Coordinator regularly on what you are doing and how you are progressing towards your goals. The initial task definition is a critical first step. Your first report will discuss the first task identification and your initial contact with your supervisor.