

FOR A SUCCESSFUL INTERNSHIP PERIOD

Who is an intern?

An intern is a person who puts the theoretical knowledge and experiences s/he has acquired in the education of his/her department into practice in applied business life. Internship is the first step towards professional business life.

Why should we do internship?

Internship is the beginning of the road that will take you to the point you want to be at after your graduation. Internship is a practice you need to perform, because it prepares you for the business life that you aim at.

Many students and newly graduates have difficulty in filling in the **work experiences** part of their cv or job application forms. They think as, “I have no work experience, but it’s required everywhere. What should I do?”. If they have no work experience to write down, this part of their cv is unfortunately left empty.

Right at that point, your internship will provide you with a great advantage!

Internship is an exercise for your business life. The experiences you gain, people you meet, problems you solve, the values you add to the company during your internship period will be your guide in the professional business life.

Besides these, your internship plays a big role in your determination of your career plan related to the field you’re receiving education in. It helps you in exploring the works in the sector related to your field of education, and also to determine the appropriate ones for you among these works.

During your internship period, you can form an opinion about what might be expected from you in business life. Again in your internship period, you have the chance to see if you have the competences necessary to make a good start in professional business life. By this way, you make a self evaluation on your professional competence and background, and can make the necessary adjustments.

In case you have inadequacies or qualifications that you think you need to improve, you'll have the opportunity to give priority to and work on these matters after your internship.

Who is a professional intern?

Everyone has an idea about the internship period.

The ones who haven't done their internships yet, sometimes listen from their friends about their bad internship experiences and they form prejudice against the internship period. But, while doing so, they forget or skip over an important point; that experiences vary from person to person according to their own living standards, views of life and future plans.

Whether the experiences are good or bad is directly related to the person himself/herself. You should not be affected by the bad internship experiences you listen to, because you will have an internship period peculiar to your own standards and personal potential. At that point, your internship experiences' being good or bad will be related to you.

Professional intern is the one who doesn't tell only about the internships that s/he made photocopies, tea service; but also about the internships that s/he took part in the organisation, solved problems, participated in brainstorming sessions to produce new ideas besides making photocopies.

What you should do to do a professional internship is to leave a first impression on your manager in this direction. You should leave a right impression on your workmates and manager with a message as, **"I came here to do internship. I want to learn about the work that's going to be my profession, that's why I'm here."**

The first impression you leave is very important for the works that you will contribute to with your potential when you take part in the work system like professional personnel during your internship period. Within the first few days, you designate the way of your work for your following internship period.

The good impression you leave on the company will provide that you'll be firstly considered for future open positions in the company for part-time, full-time and periodic works.

In the same time, don't forget that your internships are the preliminary works with regard to creating a secure network.

Preparations for Internship

Your preparations for the internship will be beneficial for you at the start of and during your internship period. Firstly, the preparations you make will provide that you'll be adapted quickly and easily to your internship place during the orientation (adaptation) phase.

- You should obtain preliminary information about the company where you'll do your internship. This information will help you to comprehend and practise what you learn during your internship period in the company more comfortably.
- If you're going to do your internship in a department that's directly related to the department you're receiving education in, search into the works made in that department. This will help you to comprehend what kind of works will be expected from you.
- You should search into what kind of personnel the company has and what sort of works it has done in the sector.
- The company may have awards, recognized achievements. Obtaining information about these will provide convenience in your interviews with the company.
- In order to avoid transportation problems, you should obtain address confirmation. If you need to go to a location where you have never been before, you should get information about the company's transportation details or service routes. This will help you on your first day to be at work without being late or having problems on the way.
- If you have been placed in the company for your internship by Career Center (ArelKam), you should learn about whom you'll first meet in the company. This will enable you to contact quickly with the right person when you go to the company. If you have found the company for your internship yourself, again you should priorly learn about the person you'll first meet in the company (such as his/her name, position in the company).

- You should update your cv and take it along with you.
- You should completely prepare the documents given by ArelKam to you to deliver to the company or the documents (such as photograph, criminal record, cv.) that the company has asked from you.

First Day at Internship

You're in front of the company where you'll do your internship. You may be feeling weird in your suit or in your dress that's more formal than the usual.

You're in front of the door that opens to your professional life. It's normal if you get excited; as long as you manage this excitement well, you can make a good impression. You shouldn't try to prevent your excitement, but to manage it well. Feeling excitement is a positive thing. But, your excitement should not control you.

When you enter the company, you'll meet an officer at the information booth who will be concerned with you. Explain who you're and why you're there, with a sincere smile. State that you're there for your internship and tell the name given beforehand to you by your University's Career Center.

When you meet the officer who will work with you, shake his/her hand and be attentive to make eye contact during your conversation.

As it's the first day of your internship, submit the required documents to the officer. The officer will lead you to the office where your workmates will be. Your excitement should still be under control...!

When you enter the office, stand upright and smile, as you always do and should do. A kind smile will help you to make a good impression on all your workmates looking at you.

If the office environment is not an operational one or a place where there're customers, directly be acquainted with all your workmates. Shake their hands, tell your name and that you're there for your internship. This behaviour will express both your respect for the team that you're going to be a part of, and that you have a self-confident personality.

The first day passes as you explore the details of the work place, such as who does which work. Observe the work place. This is important for you to learn who does what kind of works in the office. Listen carefully to the officer who tells you about the rules you need to know, and try to follow the rules meticulously.

Don't forget that you're a part of that team from then on, and the rules are directly binding for you as much as they are for everyone else in the workplace.

Your Choice of Clothing Tells About You!

Your choice of clothing is a significant aspect that directly tells about you. A person's choice of clean, regardful, ironed clothes, before anything else, indicates his/her self-respect. These details also indicate the person's respect for others around him/her.

By wearing clean, regardful clothes you give the message, "**I regard you, I respect you**" to the people whom you share the same environment with. Don't forget that, during your term of office, you support your professional manner in your attitude and behaviours with your choices of clothing.

<<For male and female interns, the unchanging rule is to avoid exaggeration!>>

Exaggerated hair length, beardedness or wearing too sportive clothes are not appropriate for male interns. But, it's also not right to think that it's compulsory for male interns to wear a suit. Your resources or living conditions may not enable you to wear a suit, in that case you may wear what's called semi classic-semi sports wear that you can conveniently use in business life, such as wearing trousers with shirts or with t-shirts that aren't exaggeratedly printed.

Exaggerated make-up, jewellery or clothes are not appropriate for female interns. As for male interns, wearing a suit is not compulsory for female interns. They may choose to wear dresses or skirts. The dresses or skirts should be appropriate for business life, the intern's age and social standing.

You should also be attentive to the colour harmony of your clothes. It wouldn't be nice to wear very different and inharmonious colours together.

You should choose clothes that are appropriate for your age and body, that befit you and that you feel comfortable in. Uncomfortable clothes may be annoying both for you and people around you.

Your clothes is the first message you give to the people around you. Even if you don't talk, your clothes communicate with people around you. Be cautious about your clothes, since they can affect you positively or negatively on your way to success.

Note: Choices of clothing may vary with regard to the kind of work, workplace and the company's institutional standards. The advices given here are mentioned with regard to general business life standards.

Communication

Please smile!

You should be open to communication. Being open to communication will help to resolve many negativity and misunderstanding before they become problems. As well as verbal communication, communication also includes **nonverbal communication (body language), and communication by telephone, e-mail.**

You should be attentive to the address forms you use within the company, and that you answer the telephones, e-mails in compliance with the company's institutional standards.

In some instances, body language may provide more information than verbal communication. Your stance, gestures and facial expressions may tell about your thoughts on a particular matter much more than your verbal expressions. Therefore, you should act controlledly and appropriately in business life.

It would be wrong to consider that nobody will realize when our verbal expressions and body language tell things that are different from each other. Because, this may often be realized.

You may try to seem eager by talking very eagerly, but your body language may tell that you are in fact very bored of that work or don't want to do that work. This is realized by many professional managers.

If your work includes direct communication with customers, you should be more sensitive to protocols. As you represent the company where you are doing your internship, your successful or unsuccessful dialogues will directly affect the company.

Observance of proprieties within the office and the company in general is among the basic principles of professionalism. Your observance of proprieties helps to leave a lasting, positive impression on people.

Observance of proprieties doesn't mean to act different from who you are or to display behaviours that don't reflect you. Following general protocols, and being sensitive to writing and speech rules is sufficient.

You should be attentive to these details on behalf of professionalism in communication, which is developed in the process of working.

The Internship Period is About to Finish...

Towards the end of your internship period, you can ask for a brief interview with the officer who has been your manager. You can also inform the human resources officer about this matter with your manager or after the interview. During the interview, you should express that you've been happy to participate in the works of the company and that you've felt as a part of the team with your workmates. You can primarily thank them for being such a sincere team that's open to communication, so that you can feel this way.

Afterwards, you can ask your manager if they've been pleased with your works, general behaviours, performance during your internship period. You should state that his/her comments in this regard are very important for you and that they're determinative for your career. Of course, at that point, you can similarly state your evaluations about the company.

Situation assessment and feedbacks about your competencies will help you to find out about the matters that you've satisfied the company's expectations and the ones that you've failed to

satisfy. By this way, you determine the matters of improvement that you'll need to concentrate on after the internship period.

Besides of your manager, you can also get the opinions of your workmates whom you've worked with and who know about the manner of your work. This will help you to see what kind of a stance you've had in the work life and what kind of an impression you've made. Your internship period and the evaluations about your internship are of vital importance for your determination of your future career.

If you haven't graduated yet, you'll continue your education after the internship. You can state to your manager and the human resources officer that you can work with them at times in compliance with your academic program, and that you'll be happy to give them support when necessary. Don't forget that it's very significant for you to maintain being in communication with them.

If you've graduated and done your internship after your graduation, you can ask if there's an appropriate vacancy in the company for you. There might not be an appropriate vacancy for you at the time of that interview. You should still express your wish to work in the company and ask them to get in contact with you for appropriate job vacancies. For that purpose, after your internship you can submit to the company an updated version of your cv which includes the trainings and experiences of your internship period.

Be Attentive to Time Management

Successful time management is an ability that can be learned and developed.

Conforming to your working hours and days will help you to improve yourself in the matter of time management.

You should be attentive to not being late to work. Coming to work, and leaving work on time will be evaluated within the rules of business life.

You should aim at submitting the works asked from you by your workmates, managers or customers on date and hours determined before.

If you have any problems that may lead to lateness in work, share the problem with related persons without delay.

You should necessarily tell beforehand about cases such as that you'll be late to your interview or that you'll submit your project a few hours late.

You should benefit from your internship period to develop a professional and permanent behaviour in the matter of time management.

Additional Information

1. You should be sensitive about the matter of absenteeism.
2. All the disciplinary rules that bind you in your education period are also valid in the internship period.
3. Career Center of your University and the company where you're doing your internship have the right to call your internship off in cases such as absenteeism, irregularity.
4. You shouldn't forget that a successful internship period not only benefits you, but it's also going to be a reference for your friends who will do their internships in later periods.
5. You can share your positive or negative experiences in your internship period with the Career Center.
6. The institutions or companies where you'll do your internships are not chosen randomly. They've signed solution partnership certificate with Istanbul Arel University, and thus have chosen to work with the students of our University.

DON'T FORGET!

You should bring your cv into conformity with your new beginning.

For a good beginning, the first step you should take is to prepare a cv that properly reflects you. The covering letter that supports your cv and helps you to express yourself well is also important. You can find examples to help you in this matter in the **Career Center / ArelKam** section of the web site www.arel.edu.tr

In the Career Center / ArelKam section of the web site, within the 'student' section, you can also find examples of cv and covering letter.

Your preparations for the internship are not much different from the preparations of a person who will begin a new job. Thus, please do not be mistaken by regarding your preparations for the internship and your internship period as unnecessary. In a few years, you can be an employee in the company where you've done your internship. With your internship, which we can be liken to warm-up exercises done before sports, you will make a solid start.

Everybody you meet during your internship period is an investment for you!

Leaving a good impression on these investments will be an advantage for you in your business life after graduation.

You can communicate with us about all your questions, experiences, about all you want to share by telephone or sending e-mail to the web address arelkam@arel.edu.tr

We want you to know that we'll be happy to evaluate what you share, and to answer your questions.