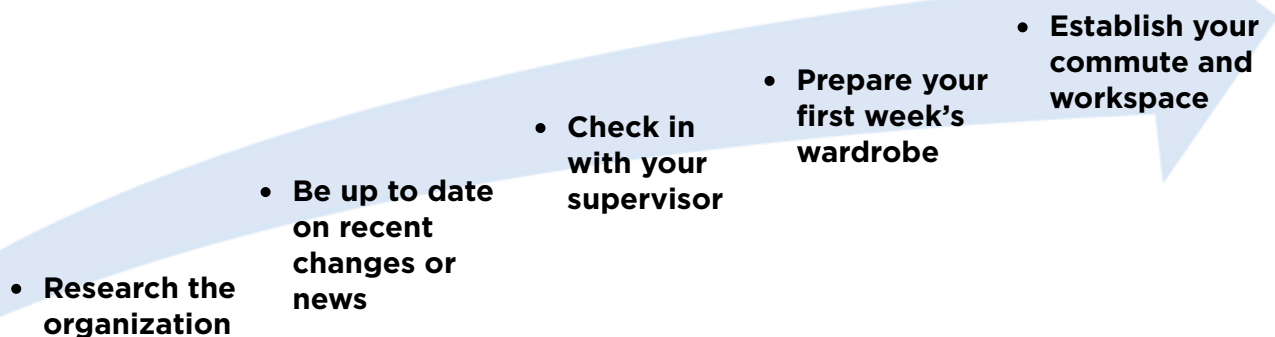


# Making the Most of Your Summer Internship

## Best Practices for a Virtual, Hybrid, or In-Person Experience

No matter the setting, you will spend the summer gaining organization and time management skills, developing new technical knowledge about your industry, and building relationships with your manager and peers. Whether you'll be virtual, hybrid, or in-person for your internship, take advantage of these best practices to be successful in your role!

## Before Your Summer Internship Begins

- 
- Research the organization
  - Be up to date on recent changes or news
  - Check in with your supervisor
  - Prepare your first week's wardrobe
  - Establish your commute and workspace



### Organization

**To stay organized in a virtual setting:**

#### Maximize Your Workspace

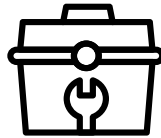
- Clear away any clutter and avoid light directly behind you.

#### Stay Connected

- Proactively share project updates with your manager and get to know their preferred communication style.

#### Time Management

- Keep a checklist to manage your projects and keep your workflow organized.



### Development

**To prioritize building new skills in a virtual setting:**

#### Set the Tone

- Meet with your supervisor to have a conversation about your goals and their communication preferences.

#### Go Above and Beyond

- Look for ways to benefit the organization and yourself by completing additional tasks.

#### Stay Agile

- If you finish your tasks early, stay flexible and openminded to additional opportunities.



### Relationships

**To build strong connections in a virtual setting:**

#### Learn from Each Other

- Get to know your fellow interns through virtual coffee chats. Your peers are a great resource to leverage on your professional journey.

#### Expand your Network

- With your supervisor's support, meet with folks across the organization who can share insights, provide career guidance, and could turn into lasting professional relationships that you can leverage throughout your career!

### To stay organized while working in an office:

#### Explore the Space

- Explore the facilities so you know where your desk is and where key meetings and events will be held.

#### Be Adaptable

- Be mindful of taking certain meetings or projects at your desk; some may require more privacy or discretion.

#### Document Your Projects

- A notepad might be better to write your to-do list down, or tracking via a spreadsheet. Do what works best for you!

### To prioritize building new skills in an office:

#### Set the Tone

- Meet with your supervisor to have a conversation about your goals and their communication preferences.

#### Create Opportunities

- You may overhear your manager speaking about their priority projects. Offer to lend a hand if it piques your interest!

#### Be Strategic

- You may have conflicting deadlines come up for projects. A busy day in the office goes by quickly, so tell your manager about any new projects.

### To build strong connections in an office:

#### Seek Out Your Peers

- Join other interns for events or lunch breaks! They're a great resource to leverage on your professional journey.

#### Step Out of Your Comfort Zone

- Break out your 'elevator pitch' when you meet colleagues from different teams or departments.

#### Best Foot Forward

- Attend company-wide events for celebrations or holidays, but always make sure you maintain professionalism during these events.



## Working in a hybrid setting this summer? Consider these tips!

There are benefits to working virtually and in an office, so a hybrid setting provides you with the opportunity to learn more about which one works best for you! Try prioritizing different tasks and goals for in-office days versus remote days:

- **Virtual:** Without a commute to consider, you'll have more flexibility in your schedule. Use these days to get ahead and complete longer, more technical or administrative tasks.
- **In-Office:** Save your more complex questions and inquiries for onsite meetings with your managers and peers, as they'll likely have an easier time teaching you new skills and providing live demonstrations.

## Practicing Effective Communication

### Practice Overcommunication

Establish how your supervisor would like to receive updates.

#### Email:

- Send a weekly recap on projects and questions that might have arisen that week. Be concise and friendly.
- Use this format to send updates on a project:

#### Project Name

- Updates
- Outstanding Questions

#### Face-to-face meetings:

- Share your progress on ongoing assignments, summarized completed tasks, and inquire about any new projects.
- Request performance feedback.
- Discuss long-term goals, share ideas, ask any questions you have.

### Be Professional

Be concise, positive, and action-oriented in your communication.

#### Email Etiquette:

- Begin with a greeting, use full sentences, and check your spelling and punctuation. Avoid using a "texting tone," such as abbreviations.
- Avoid long written messages; if the issue is complex, request a meeting with your manager to review.

#### Chat Channels

- If you're using Teams or Slack, you can be more conversational.

#### Voicemail and Email Signature:

- Since you are using your phone and email as primary means of communication, professional voicemails and signatures will help convey your brand as a professional.

### Show Urgency

Staying reachable and promptly replying goes a long way.

#### Demonstrate Engagement:

- Don't wait to respond to a message until you have all of the information you need; a quick reply to acknowledge is typically a best practice and shows you're engaged.

#### Be a Team Player:

- If you finish a project early, inquire about additional support you can provide. If there aren't readily available assignments, suggest one based on your interests!

#### Stay on Top:

- Review your email and to-do list at the end of the day to ensure you've responded to any outstanding messages and completed your daily tasks.

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