

Microinternship

STUDENT ORIENTATION



The Universities

AT SHADY GROVE

Overview

WHAT IS A MICROINTERNSHIP?

STUDENT BENEFITS FOR
PARTICIPATING

PROFESSIONAL EXPECTATIONS

THANKING YOUR HOST

REFLECTION



What is a Microinternship?

- Our microinternships are 2-10 day project-focused activities
- You will likely be working *on site* at a respective employer location
- This flexible model of career experiential activity offers a level of convenience and accessibility to students that might not ordinarily be in a position to participate in a traditional internship.



Student Benefits

- Explore a particular industry, career, or employer site
- Gather information on an industry culture, lifestyle, norms, and expectations
- Industry-specific experience
- Resume development
- Professional development
- Networking and “face-time” with potential employers
- Expert insights regarding strengths, challenges, and potential career trajectories in a particular field
- A shorter-term, more flexible opportunity to gain experience than a traditional internship



Professional Behavioral Standards

As a representative of USG and the CEO program, you will be expected to display professional behavior, similar to what would be expected of a regular employee.

- Be prompt and reliable
- Dress appropriately
- Give your best effort for the duration of your commitment
- Maintain confidentiality
- Be considerate, trustworthy, and cooperative



Professionalism: Attendance and Punctuality

- Establish and maintain a regular schedule for your microinternship, following the employer's operational schedule.
- Maintain a log of placement hours
- Arrive early, prepared to engage as a working professional
- Provide prompt notification of tardiness or absences to your on-site supervisor and advise your career coach



Professionalism: Appropriate Attire

- Be clean, well groomed, and professional
- Dress appropriately for the business environment
 - *Business casual*: collared shirt and pants or skirt/dress (no jeans or leggings)
 - *Business professional*: shirt and tie or skirt/dress (suit for special events/meetings)
- Hats, flip-flops, etc. are not considered appropriate for a business setting



Professionalism: Effort

- Collaborate with your supervisor to identify and complete a work plan/set of work tasks
- Spend your time in professionally useful activities
- Show a genuine interest, initiative and engagement in the organization
- Demonstrate intellectual and professional curiosity and insightfulness



Professionalism: Confidentiality

- Students have the legal and ethical duty to safeguard the privacy of businesses, clients, customers, and patients.

What are some examples of confidential information?

- All customer, client, or patient information such as names, medical or account information
 - All workplace information including financial status and hiring/firing information
 - All employee or staff information such as salary, medical data, account information, etc.
- Posting on social media regarding your microinternship must be pre-approved by your supervisor.



Professionalism: Consideration

- *Respectful demeanor and interactions:* Demonstrate respect to staff, clients, and peers
- *Professional language and communications:* Demonstrate professional oral and written communication skills
- *Responsiveness to feedback:* Demonstrate receptivity to feedback and suggestion; show a willingness to be self-reflective and self-corrective
- *Represent yourself and your college:* Always keep in mind that you are an ambassador for your institution

Thanking your host

- Email a thank you letter to your host at the end of your microinternship
- A thank you letter is a crucial step in ending your experience on a positive note so you can:
 - *Ask your host to provide a professional reference*
 - *Ask your host/employer for a summer internship*
 - *Ensure future students will have the same opportunity that you have been provided*



Sample thank you note

Dear Ms. Jones,

Thank you so much for a rewarding 10 days as the Marketing Microintern at the Better Business Bureau.

I really appreciated your willingness to let me participate in these projects. I was able to collaborate with staff on new marketing pieces, write content for your website, and draft an updated brochure. You really allowed me to see how nonprofit marketing works, in a very short amount of time. I have gained skills in writing social media content, graphic design, and more.

I look forward to going back to school and completing my degree in Communication. This microinternship has only helped increase my desire to work for a company like yours in the future.

Thank you again for all of your support, and for this opportunity.

Sincerely,

Sara Wells



Reflection

- All microinternship participants must complete an online reflection form related to their experience within 2 weeks of your last day with the employer.
- Within one month of completing the internship, students should meet with the CEO Coach to:
 - *Discuss the experience – what you liked and didn't like*
 - *Self-evaluate project performance*
 - *Reflect on lessons learned*
 - *Learn how to incorporate your microinternship into your resume*

Any questions?

If you have any questions regarding this orientation or any details of your scheduled Microinternship, please contact:

USG's Career & Internship Service Center

(301) 738-6338

usgcareerservices@umd.edu



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