

PITTSBURGH SUMMER INTERNSHIP PROGRAM

Student Resource
Guide

2025





TABLE OF CONTENTS

02

| | |
|--------------------------------------|---|
| PSIP Requirements..... | 3 |
| Intern Best Practices..... | 4 |
| Summer Living & Logistics..... | 6 |
| Critical Reflection..... | 7 |
| Additional Resources & Contacts..... | 8 |

MISSION

To equip Dietrich College undergraduate students with the knowledge, skills and experiences needed to connect academic learning to professional goals by providing access to meaningful internship experiences with nonprofit, community or government organizations, small businesses or startups that engage and strengthen the Pittsburgh community.

GUIDING PRINCIPLES

We believe that...

- Experiential learning is essential to student success
- Dietrich College undergraduate students possess unique talents and perspectives to offer to community partners
- Carnegie Mellon contributes to its community when it supports local organizations and businesses
- Pittsburgh is great place to learn, live, work and play

LEARNING OUTCOMES

Our goals for the Pittsburgh Summer Internship Program (PSIP) are that you will...

- Cultivate the skills needed for professional success
- Describe the issues facing the Pittsburgh Community and the role of organizations and businesses in addressing them
- Initiate and engage in positive interactions with diverse others
- Grow belief in your own capacity for future success
- Articulate connections between academic experiences and potential career paths
- Develop an appreciation for Pittsburgh as a great place to learn, live, work and play

Students and host sites both have key requirements to complete as a part of PSIP. Timely check-ins and evaluations are tools for your PSIP team to ensure you have a meaningful and successful experience, as well as allow us to assist with any unexpected hardships. Remember, these steps are required to receive stipend payments. You can reach out to PSIP Coordinator, Bryce Yoder, with any questions about these requirements or stipend payments.

Goal Setting

Week 1

You are required to set three goals in Dietrich College Connect within the first week of your internship, these goals are reviewed and approved by our experiential learning team. When you start on day 1, ask if you can set up a 15 to 30 minute conversation with your supervisor to talk through what projects you will be working on and how you can relate this work to your goals for this summer.

Check-in

Weeks 3, 4
& Beyond

During the third week of your internship, you will complete a mid-way check-in that is required to receive your second stipend payment. This helps make sure your experience is starting off well and your response will only be reviewed by the PSIP team and not shared with supervisors.

Final Evaluations

Last 2 Weeks

In the last two weeks of PSIP, supervisors and students will both receive a final evaluation. This evaluation focuses on your overall experience and how you performed based on the [National Association of Colleges & Employers career competencies](#). It is strongly encouraged to schedule a meeting with your supervisor prior to your last day dedicated to review the final evaluation and gather feedback on your work. Successful completion of this survey is required to process your final stipend payment.



Dietrich College of Humanities
and Social Sciences
Pittsburgh Summer Internship Program

TIMELINE

- Internships must begin between 5/12 - 6/2.
- During Week 1, set goals and complete Experiential Learning Agreement in Dietrich College Connect.
- First stipends are paid by end of June (must complete learning agreement).
- By end of Week 4, complete your midterm evaluation. Completion of this evaluation is required for second stipends to be paid by end of July.
- Final Evaluations are sent out in the last two weeks. Feedback should be discussed with your supervisor in a 1:1 meeting before or your last day. Final evaluations are required before final stipends are paid.

An internship can be much more than just a summer job! PSIP is a chance for you to gain industry experience, explore career paths, expand your professional network, and further the skills you've learned in your courses. Use the tips in this resource guide to stand out as an intern and get the most out of your experience this summer:

01

BE PREPARED

Prior to your first day, spend time researching your employer and familiarize yourself with their, mission, products, etc.

02

SUPERVISOR RELATIONSHIP

Build a positive relationship with your supervisor by asking questions, seeking their expertise, and being mindful of professional guidance.

03

GOAL SETTING

You're tasked with setting goals, these can be tools to track your experience and ensure that you stay on track with your work.

04

GO THE EXTRA MILE

Be creative and look for ways to exceed expectations and take initiative.

05

PROFESSIONAL DEVELOPMENT

Don't just attend the bare minimum - try to find additional professional development and networking sessions at your organization or around campus.

06

FEEDBACK IS A GIFT

Be open to receiving critiques and utilize feedback to improve your work. This internship is your chance to practice your skills!

07

STAY IN TOUCH

The PSIP team is here for you. We want to ensure a good experience for everyone so proactively raise questions & concerns.

08

TAKE TIME TO REFLECT

Get the most out of your experience by paying attention to what you are learning and how you are growing.



Eileen Chen *Smart Futures Intern*

“The Pittsburgh Summer Internship Program connected me to many different nonprofits. Through my internship, I learned that it is okay not to know how to do something; you just have to be willing to put in the effort to learn on the spot. I also learned that communication is key no matter what field you go into.”

MEETING YOUR SUPERVISOR

05

Building a positive relationship with your supervisor is one of the most essential and beneficial parts of the internship experience.

VALUES

- Find out what is important to your supervisor and seek to find areas where your values align
- Ask them about their work & career

COMMUNICATION

- Find out how your supervisor prefers to answer questions
- Don't be afraid to ask questions & clarify things that are confusing
- Be clear and concise with your communication, don't assume your supervisor knows what's going on

EXPECTATIONS

- Learn what are expectations in your work and make sure they're clear
- Seek out ways to go the extra mile and exceed expectations

RELATIONSHIP

- What kind of relationship are you hoping to establish with your supervisor? Mentoring? Or focused on being Task-oriented?
- Be professional and respectful as you develop your relationship

SMART GOAL SETTING

At the start of your internship, **work with your supervisor to create at least three SMART goals**. These goals should take into account what you hope to learn, skills you want to build, and what benefits the organization. **You will be required to submit your goals in Dietrich College Connect during your first week.**



S

Specific

What exactly do you want to accomplish?

M

Measureable

How will you track your progress?

A

Achievable

Is it realistic that you will be able to accomplish your goal?

R

Relevant

Does your goal have a meaningful purpose?

T

Timely

When do you expect to have the goal completed?



HOUSING

Carnegie Mellon University Housing

Campus housing applications are available for any enrolled Carnegie Mellon students who have an academic, research, or employment need to be on campus this summer and who require housing for a period equivalent to a summer school session, or the full summer term. Students are responsible for the housing rates and fees.

Off-Campus Housing

Students have found short-term leases, sublets from other students, or even taken advantage of Airbnbs or other rentals. CMU provides their own [off-campus housing marketplace](#) site students can utilize and the Student Assembly has a housing resource [available here](#). PSIP Staff are not responsible for assuring housing or self-obtained living arrangements, but please reach out to our team if extenuating or unforeseen circumstances arise.

CITY EXPLORATION

Busses & Shuttles

Your CMU ID will become even more crucial over the summer to get to your internship and surrounding neighborhoods.

- [CMU Shuttles](#) are available to get around Oakland, Squirrel Hill, Shadyside, East Liberty, and Bakery Square.
- Pittsburgh Regional Transit busses (and downtown light rail!) connects from campus to the majority of neighborhoods host sites are located in. Consider having [apps such as Ready2Ride or Transit](#) for bus tracking as you commute.

Things To-do & Discover

Make the most of your summer in Pittsburgh! As a city, Pittsburgh can be at it's best in the summer months where you can capitalize on the sunshine, rivers and trails, and various events and festivals. Check out your PSIP Canvas course for recommendations of sites and neighborhoods to check out.



Reflecting throughout your internship provides numerous advantages. You will be prompted to reflect on your experience as a part of PSIP, but keeping records or journals of your accomplishments can help in completing your final evaluation and updating your resume for the future.

"My heart is in the work." Andrew Carnegie, 1900



Your goals, midway reflection, and final reflection are all issued in [Dietrich College Connect](#). These prompts can help your reflections:



QUESTIONS TO CONSIDER AT THE START OF YOUR INTERNSHIP

- What are your initial reactions to the organization culture?
- How have you adjusted to your supervisor's management style?
- How would you describe your transition?
- In what ways do you anticipate being challenged?

QUESTIONS TO CONSIDER AT THE MIDDLE OF YOUR INTERNSHIP

- What are your initial reactions to the organization culture?
- How have you adjusted to your supervisor's management style?
- What, if any thing, would you change about your experience?
- How have you made progress on your goals? Are they still relevant?

QUESTIONS TO CONSIDER AS YOU COMPLETE YOUR INTERNSHIP

As you end your experience, it can be useful to reflect in your final evaluation using 3 steps:

- **Describe** your experience and noteworthy elements
- **Examine** your perspectives, what changes or what other stakeholders were involved in this experience
- **Articulate learning**, what can you apply in the future
- What experience gave you the greatest sense of accomplishment?
- What new insights have you gained about your professional goals?
- What impact did your work have on the organization or community?
- What skills did you learn and what skills do you still hope to develop?
- How does this experience connect with your future academics?

If at any point you have questions about your internship, best practices for being a professional workplace, evaluations or requirements for PSIP, and more please contact:

Bryce Yoder
Experiential Learning Coordinator
Dietrich College of Humanities and Social Sciences
Carnegie Mellon University
byoder@andrew.cmu.edu

ADDITIONAL RESOURCES

CMU Career and Professional Development Center

<https://www.cmu.edu/career/students-and-alumni/index.html>

Tips for Internship Success

<https://www.careereducation.columbia.edu/resources/10-tips-make-most-internship>

PUMP Pittsburgh

[Join a personal and professional network of young people in Pittsburgh!](#)

Next Pittsburgh

[Keep up to date with cool events and happenings around the City.](#)

