

Carnegie Mellon University



PITTSBURGH SUMMER INTERNSHIP PROGRAM

Student Resource Guide



Dietrich College of
Humanities and
Social Sciences



VISION

Every Dietrich College undergraduate student will have the opportunity to experience a meaningful internship in the city of Pittsburgh during their time at Carnegie Mellon University.

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

As a result of the Pittsburgh Summer Internship Program (PSIP), students 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
- Express a belief in their 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

INTERN BEST PRACTICES

An internship can be much more than just a summer job. Use the tips in this resource guide to stand out as an intern and get the most out of your experience:

01

BE PREPARED

Prior to your first day, spend time researching your employer and come ready with ideas.

02

SUPERVISOR RELATIONSHIP

Build a positive relationship with your supervisor by seeking their expertise and professional guidance.

03

GOAL SETTING

Learning goals can provide a meaningful experience and ensure that you stay on track.

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.

06

FEEDBACK IS A GIFT

Receive 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 anything you need. We want to ensure a good experience for you and your site.

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

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 journey

COMMUNICATION

- Find out how your supervisor prefers to answer questions
- Don't be afraid to clarify things that are confusing
- Be clear and concise with your communication

EXPECTATIONS

- Learn what your supervisor expects and if it isn't clear, ask them
- 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? Task-oriented?
- Be professional and respectful as you develop your relationship

SMART GOAL SETTING

At the start of the summer, work with your supervisor to create 3-5 SMART goals to guide your work. These goals should take into account what you hope to learn, the skills you want to build and what will benefit the organization.



- 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?

MAKING THE WORK MEANINGFUL

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



Know Your Motivation

Why did you choose to participate in your internship? What values are most important to you and how do they connect to the work you will be doing?

Take some time to review the list below and consider the five values that are most important to you. Share this with your supervisor in the beginning of the internship to draw connections between projects and what is important to you.

- Acceptance
- Accomplishment
- Adventure
- Community
- Compassion
- Connection
- Consistency
- Cooperation
- Creativity
- Dependability
- Discovery
- Education
- Effectiveness
- Empathy
- Entertainment
- Equity
- Excellence
- Experimentation
- Family
- Fun
- Guidance
- Harmony
- Honesty
- Information
- Innovation
- Integrity
- Intellection
- Justice
- Leadership
- Learning
- Mastery
- Observation
- Organization
- Originality
- Peacefulness
- Power
- Precision
- Preparation
- Recognition
- Reliability
- Respect
- Responsibility
- Service
- Spirituality
- Stability
- Success
- Support
- Victory

CRITICAL REFLECTION

Reflecting throughout your internship provides numerous advantages. In addition to helping you learn more and grow from each experience, your entries will be useful when updating your resume, talking about the internship in an interview and making connections to course material.

"Information is endlessly available to us: where shall wisdom be found?" - Harold Bloom

Where and when do you do your best thinking?

Which method of reflection do you prefer?

What information may be valuable in the future?

What do you need to reflect consistently?

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 AS YOU COMPLETE YOUR INTERNSHIP

- What connections are you finding to your academic coursework?
- How is your organization contributing to the community?
- What contributions are you making to the organization?
- How have you overcome any challenges you have encountered?

QUESTIONS TO CONSIDER AT THE END OF YOUR INTERNSHIP

- What experience gave you the greatest sense of accomplishment?
- What changes would you have made to your experience?
- What new insights have you gained about your professional goals?
- What impact did your work have on the organization or community?
- What did you learn from any challenges you encountered?
- What skills did you learn and what skills do you still hope to develop?

GOING REMOTE



*We don't grow when things are easy.
We grow when we face challenges.*

A positive relationship with your supervisor is key to success!

At the start of the internship, set up a regular check in schedule with your supervisor, along with discussing expectations and preferred communication methods.

Look for opportunities for mentoring from your supervisor - ask questions about their professional journey. Request feedback frequently and don't hesitate to ask for clarification or guidance.

ZOOM BEST PRACTICES

- ✓ Stay focused on the call
- ✓ Choose professional surroundings
- ✓ Look into the camera
- ✓ Use the mute button
- ✓ Clothing still matters
- ✓ Make sure you are well-lit
- ✓ Position the camera appropriately
- ✓ Avoid moving around too much
- ✓ Don't abuse filters
- ✓ Don't forget to say goodbye

Self Care and Avoiding Burnout

Decide on an appropriate schedule and set boundaries. Because work is project-based, it can be easy to get carried away. Pay attention to your hours and keep track of what you are working on.

Find creative ways to connect with others. Go for a walk while chatting with a mentor or grab a virtual lunch with a colleague.

Take breaks between meetings and be kind to yourself - this is a new experience!

RESOURCES

CMU Career and Professional Development Center

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

25 Short, Sweet Tips for Success as a Summer Intern

<https://blogs.haverford.edu/ccpa/2018/05/21/25-short-sweet-tips-for-success-as-a-summer-intern/>

6 Ways to Make the Most of a Remote Internship

<https://learn.joinhandshake.com/students/how-to-make-the-most-of-a-remote-internship/>

imagine p!ttsburg

<https://imaginepittsburgh.com/>

15 Ways to Stand Out as an Intern

<https://www.businessinsider.com/15-things-interns-do-to-stand-out-2014-5>

College Recruiter Job Search Advice

<https://blogs.haverford.edu/ccpa/2018/05/21/25-short-sweet-tips-for-success-as-a-summer-intern/>

Tips for Internship Success

<https://career.berkeley.edu/Internships/IntTips>

NEXT Pittsburgh

<https://www.nextpittsburgh.com/>

Pittsburgh Events

<https://www.visitpittsburgh.com/events-festivals/>



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