PITTSBURGH SUMMER INTERNSHIP PROGRAM

Dietrich College of Humanities & Social Sciences
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KEY PROGRAM DATES & EVENTS

All PSIP interns are required to attend the program's kickoff event, in addition to one other workshop of their choice. These sessions have been designed to maximize your internship experience and to help you connect with other interns throughout the Pittsburgh community.

PSIP Sponsored Workshops:
1) Intern Kickoff Event (Orientation & Pirates Game)  
   Thursday, May 30th, 5:45pm-9:00pm  
   Meeting Location: Baker Hall A53

2) Professional Communication in the Workplace  
   Tuesday, June 11, 5:30pm-6:30pm  
   Meeting Location: Baker Hall A53

3) Career Exploration  
   Tuesday, July 2, 5:30pm-6:30pm  
   Meeting Location: Baker Hall A53

4) Unpacking Your Summer Internship  
   Thursday, July 18, 5:30pm-6:30pm  
   Meeting Location: Baker Hall A53

Imagine Pittsburg Community Intern Events  
CLICK HERE to join over 1,000 interns outside of the CMU community for various social events and employer networking sessions. Many of these events are free!
PREPARING FOR YOUR FIRST DAY

Dress: Are you dressed in professional business or business casual attire? Email your supervisor about what attire is expected in your organization, and dress accordingly. No sneakers, flip flops, or shorts please.

Supplies: Unless directed otherwise by your supervisor, you should bring a laptop if you have one. A computer may be assigned to you, but it’s a good idea to bring one in case the organization doesn’t have any spares. Also, bring a pen/pencil, notebook, water bottle, and a light snack if you think you’ll need one.

Paperwork: Expect to complete some initial paperwork with Human Resources on your first day. Unless directed otherwise by your organization’s HR department, plan to bring a valid photo ID (driver’s license or passport) and your social security card if you have one. When in doubt, ask your supervisor about what documents you need to provide.
PREPARING FOR YOUR FIRST DAY

Structure: Schedule time to set expectations for communication with your supervisor on your first day. Good questions to ask include: how he/she would like to be informed of your work progress (emails, meetings, phone calls?) and how often he/she would like to meet to provide feedback in person (ideally once a week). If you hope to take any days off, make sure to discuss the vacation time policies with your supervisor before making plans. Managing communications and expectations is an important part of your summer experience.

Location: What is your organization’s physical address? What mode of transportation will you use to get there? How long will it take? Make sure you know the answers to these questions well in advance of your first day. If possible, do a trial run before your start date to confirm whatever your GPS is telling you. And don’t be late! Try to arrive 5-10 minutes prior to your start time. Remember to consider the time of day you'll be commuting. Rush hour can add additional time to your commute.

Have fun: Yes, you’re there to learn and make important contributions to your organization, but don’t forget to make friends and have some fun while you’re at it!
INTERNERSHIP RESOURCES & ARTICLES

25 Short Sweet Tips for Success as a Summer Intern..............................(CLICK HERE)

16 Tips for Using Email at Your New Job.................................................(CLICK HERE)

10 Conversation Starters to Get You Talking at Work.............................(CLICK HERE)

Non-compete, Non-solicitation & Non-disclosure Agreements: What You Need to know...................(CLICK HERE)
Goal setting helps you draw the most benefit from your internship experience while also helping you to provide the most impact at your organization.

Create three SMART goals during your first week on the job, and share them with your supervisor. Be sure that your SMART goals are a balance between your needs and the organization’s needs.

Example SMART Goal: (CLICK HERE)

S.M.A.R.T goals are:

---> Specific
---> Measurable
---> Achievable
---> Relevant
---> Time-Bound

"By August 1, 2019, I will increase my organization's website traffic by 10% by optimizing our content for SEO and by posting to the company's social media page once a day."
EXPLORE PITTSBURGH: OUR TOP PICKS

Food & Nightlife
- Next Pittsburgh - click here
- Pittsburgh City Paper - click here
- Visit Pittsburgh - click here

Movies & Music
- Three Rivers Arts Festival - click here
- Movies in the Park - click here
- Deutschtown Music Festival - click here

Amusement Parks
- Kennywood Park - click here
- Sandcastle Water Park - click here

Outdoor Adventures
- Ohiopyle - click here
- Whitewater Rafting & Biking - click here
Please email psip@cmu.edu with any questions or concerns during your internship experience.

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