

## What Interns Should Know Before They Start

### Helpful Hints from Former Internship Students

Previous internship students have contributed and developed hints that they would like passed on to others getting ready for an intern program. Take heed.

1. Catch a few sales before the internship and buy yourself a couple of dresses and/or suits.
2. Don't ever not show up.... (you'd be surprised, but I've had here no-shows!)
3. Be early- but not more than 5-10 min.
4. Always overdress on the first day.
5. Always carry a notepad and pen.
6. Have a weather forecaster already made with your location so every morning you can check it to see how to dress (especially in cold or rainy weather).
7. Test out your route to work (at the correct time) before you ever start.
8. Have alternate routes to work in case of problems (i.e. car accidents).
9. Get cell numbers for all your advisors.
10. Get cell numbers of where you work and where you are going, if you are pickup or delivering something – you might get lost –
11. Be friends with the other interns...they can help you with everything you need to know.
12. Always do things as quickly as you can. There is always a rush, and somebody is always waiting for whatever it is you are doing.

No matter what it is, do it fast. This is a fast-paced industry so if you want to be in it you need to keep up.

13. No matter what it is, you need to follow up on things. Go check if what you brought to the cutter has been cut or go see if your shirt has been sewn. Always follow up.
14. Go into the Internship as if the employer may offer you a permanent job and this is a test period.
15. Know what you want to get out of the internship.
16. Don't let the first few days discourage you. The first days are hard because you feel 'new.' Keep trying and soon you will feel like you really belong.
17. Let your supervisor know you are interested in working and learning.”
18. Go with a good attitude. Be enthusiastic and willing to work. Willingness to work hard and put an effort makes the store feel you are capable of handling responsibility. Do not expect a glamorous job filled with highly-involved decision making.
19. Do not expect to learn everything about fashion design/merchandising during an internship.
20. Enjoy yourself. Be yourself. Be ready to work. You cannot skip work like classes.
21. Be prepared to give your best as you only get out of the program what you are willing to put in.
22. No matter what you think, the boss is always right and do not forget it.
23. Learn to set priorities. Be able to set priorities.
24. Be able to take criticism and learn from it.

25. Do not be afraid to voice your opinions or ideas.
26. Be on your best behavior because you are representing your school, not just yourself. Remember that there may be interns from other schools, too, and comparisons will be made.
27. Review designing practices presented in class.
28. If you are on a tight budget, plan carefully. Plan a safety margin in your budget for unexpected expenses.
29. Print out your resume.
30. Ask for business cards.

## **PROFESSIONALISM**

Professionalism is more than education, more than training and more than experience. It is a state of mind involving deadlines, being on time, doing whatever needs to be done and offering to do it, being self-motivated, being enthusiastic, using mature judgment, learning how to get along with all kinds of people in all walks of life and showing loyalty and respect for your employer and his/her property.

Professionalism is an attitude worth acquiring. It is easily developed, and once it is, it becomes second nature. It will remain with you forever.

Throughout your career, your success will be influenced by the visual image you project to others. That image is determined by your grooming, your poise and posture, your dress, your general physical condition and appearance. Looking good and feeling well will give you confidence that communicates itself to those around you.

**THINK PROFESSIONAL**

**ACT PROFESSIONAL**

**LOOK PROFESSIONAL**