

What employers expect from you

After you have secured your internship it's important that you live up to your end of the bargain. To make the best effort in the workplace and enable your supervisor to provide you with an excellent reference you need to:

- . Arrive at work on time
- . Dress appropriately for the workplace
- . Take initiative
- . Show enthusiasm for your work
- . Manage your time carefully
- . Meet deadlines
- . Communicate often with your supervisor
- . Exercise proper etiquette
- . Be a team player
- . Look, listen, and learn
- . Ask thoughtful questions
- . Go the extra mile
- . Keep a journal to evaluate your experience