

Consider the following questions when choosing where to intern:

- What would I like to learn about most? Why?
- What experiences would help me make clearer decisions about my future academic or career plans?
- What types of activities do I want to be involved in?
- Which agencies are open when I am available? (nights, weekends, etc.)
- What population would I like to work with? (children, elderly, etc.)
- Which agencies are close to my home, school, or work?
- What are my expectations and goals?
- Do I get along with those I have met at the agency?
- Can I see myself committing 8 hours a week to this agency?
- Is the agency interested in what I would like to get out of my internship?

Questions you may be asked when you interview for a position:

- Why do you want to intern with our agency?
- Why are you doing an internship?
- What would you like to get out of an internship?
- Have you ever worked or volunteered with our agency or a similar agency?
- What classes have you taken that pertain to the work done at our agency?
- What jobs have you held before?
- What times are you available? Is your schedule flexible?

Questions you may want to ask about an agency/internship:

- What will my responsibilities/duties be?
- Will I be directly supervised? By whom?
- Will I have a chance to work in more than one area of your agency?
- How much time will I be expected to commit to your agency?
- Have you had other interns before? How did they work out?
- How will your agency benefit from having an intern?

As a UTD intern you are representing the college and are expected to conduct yourself professionally at all times.

Intern Etiquette:

- **Dress professionally** – observe how other’s at the agency dress and plan your outfits accordingly. Be aware of any dress code policies that they may have. (Are sandals, jeans, flip-flops, skirts, t-shirts permitted?) If you are unsure what is appropriate **ask** your supervisor.
- **Act professionally** – always call ahead if you are unable to make it to your shift or if you are running late. Be aware of how you present yourself and what language you use while working at your agency.
- If a problem or conflict arises with your supervisor or another employee try to talk it out in a professional manner. Always feel free to contact Dr. Moore or the Internship Coordinator with any problems or questions that arise.
- Don’t forget that your agency is counting on you to be productive and helpful. Many of these agencies treat you as if you were an employee and come to rely on the work you do.
- Your role as an intern should be beneficial to you as well as for the agency you intern for. If you feel that this is not the case, please feel free to contact the Internship Coordinator or Dr. Moore to discuss what can be done to improve your experience.