GETTING THE MOST OUT OF YOUR UCL INTERNSHIP

PART ONE: GOAL SETTING - Before the Internship

By thinking about your goals for the internship before it begins can help make it as relevant as possible for your needs. Consider your own personal and professional development.

Ask yourself **what you are aiming for** from the work experience in terms of **skills development.**

* Think about **technical skills** that you would like to gain or improve, such as specific software or the process of arranging meetings with colleagues and clients.
* Think about which of your **transferable skills** you’d like to develop, such as communication, team work, client focus, attention to detail, and more.
* Get some pre-experience training by taking a course or reading up about skills you are keen to develop. See [UCLLinkedIn Learning](https://www.ucl.ac.uk/isd/linkedin-learning) which offers a huge range of video tutorials supporting learning in software, creative and business skills – all free to UCL staff and currently enrolled students. Find more resources at [UCL Careers Skills Hub](https://www.ucl.ac.uk/careers/skills-hub)

Before you start your internship take a moment to think about the questions below

|  |
| --- |
| 1. **What are your goals / expectations from your internship? Try and think of two different things that you’d like to get out of the experience.** Pick *personal goals* (eg. particular skills or qualities you’d like to develop or improve - try and expand on them rather than just listing the keyword) and *professional goals* (eg. something specific about the work or knowledge you could gain)
 |
|  |

|  |
| --- |
| 1. **What are you most looking forward to and what are you most worried about for the internship?**
 |
|  |

PART TWO: REFLECTION - After the Internship

When you are nearing the end of your internship or once you have finished, look back at your answers from the first section and answer the questions below.

|  |
| --- |
| 1. **Thinking back to your expectations and the two goals you set before your internship, how were these met (or not)?**
 |
|  |

|  |
| --- |
| 1. **What did you learn about yourself, your skills and strengths from your internship?** Think about the skills and knowledge you have learned, what you enjoyed, what challenges your faced and the feedback you received from supervisors, colleagues and peers.
 |
|  |

|  |
| --- |
| 1. **What impact did you have on the department/UCL?** Think about what your outputs were andwhat has changed or developed as a result of your work?
 |
|  |

PART THREE: NEXT STEPS - Using what you have done for the future

Understanding what you have learned and the impact your internship at UCL has had on the organisation can be incredibly valuable for future job applications and interviews. It is also useful to understand more about where the strengths in your skills are and what gaps you have for future skills development.

**REMEMBER**

UCL Careers supports you throughout your time studying at UCL and for two years after your graduation. You can book the following appointments:

* **Short Guidance Appointment -** Undertaking work experience or an internship is just as much about finding out what you do like as it is what you don't. So even if you felt the experience wasn't what you expected, talking it through with a Careers Consultant and reflecting upon it will help you to plan your next step. For a **Short Guidance** appointment book via [myUCL Careers](https://uclcareers.targetconnect.net/home.html)
* **Applications Advice -** If you would like support in making an application for a role please make an **Application Advice** booking via [myUCL Careers](https://uclcareers.targetconnect.net/home.html) **-** with one of our Recruitment & Selection Advisors.
* **Interview Coaching -** When you are offered a job interview you will be able to book a session where a Careers Consultant will ask you relevant questions that simulate an interview. For more information about an Interview Coaching appointment please see <https://www.ucl.ac.uk/careers/about/advice/pi>

**FINALLY**

* **Keep your CV up to date with relevant work experience and internships.**
* **Use LinkedIn and keep your profile up to date to showcase your skills and experience.** Whilst it is not mandatory to use social media as part of your career strategy, it is certainly a useful tool that can assist you in your search and help you get noticed by employers and recruiters in the future. One of the most popular professional networking tools used by job seekers and employers alike is LinkedIn. Click on the section below to get lots of tips on how to improve your profile. See <https://www.ucl.ac.uk/careers/sites/careers/files/linkedin_and_social_media_0.pdf>