

ID² Internship Communication | Guidelines

Look through these bullet points, thinking about what good teamwork and communication look like to you. Add a few bullet points and adjust a few by 7/7/23.

Over the course of the internship, these things should be foremost on your mind:

- Model exemplary oral and verbal communication skills
 - (what are brief examples of these?)
 - Bryan Estevez - Feedback should be constructive
 - Bryan Estevez - Speak clearly so communication is well understood
 - Irin Yela - Don't just agree/ disagree because everyone else says it
 - Darren Le- Maybe more engaging actively in team meetings and discussions, contributing ideas and feedback constructively.
 - Gana Elhanafy - Don't interrupt teammates while they're speaking
- Model excellent email and text skills
 - (what are these?)
 - Irin Yela - The act of sending/responding to emails and texts should be in a timely manner to ensure an efficient communication method.
 - Bryan Estevez - Proper emailing conventions such as proper titling of emails, as well as professionalism when emailing or texting.
 - Abraham Guzman - Have all the information that is needed in one email and not many emails so it won't be a clump of emails.
 - Darren Le- Respectfully using email examples such as: "I appreciate your feedback on my poster design and will incorporate your suggestions to improve it."
- Maintain two way communication(Listening and responding respectively) - Winnie
- If you are asked for your availability for a meeting(s) and can't make it, please respond with alternative times you are free
 - Darren Le- I used to give 2 or 3 alternative times if I'm not available.
- If you can't make it to work, due to certain circumstances, please let your supervisor know immediately. Create a plan to make up the hours the following week.
 - Darren Le- I agree about it.
- If you know you can't meet up for a meeting later on please contact the supervisor in advance. Don't just not show up - Winnie
- If you are running late, please let your supervisor and colleagues attending the meeting know right away
- Abraham Guzman - Maybe give your supervisor and colleagues when attending a meeting an estimated time of when you are getting there.
- You are responsible for entering your hours worked regularly and submitting them for each two week time period in the provided spreadsheet to your supervisor and Prof. Leonhardt (aleonhardt@citytech.cuny.edu)

- Dependability is a crucial part of your role in the team
 - Darren Le- Make sure that all deliverables are completed and delivered on time to meet deadlines.
 - Gana Elhanafy - Answer your teammates questions to the best of your ability
 - You are expected to meet deadlines and keep in close contact with your supervisor and team members about progress in meeting milestones
- Abraham Guzman - Don't be afraid to ask questions about the tasks that are given to you
- If you are unable to meet any deadlines, please inform your supervisor and colleagues - Winnie
- Your communication should have as a primary goal to help build the team(s), and help move projects forward in a timely way
 - Darren Le- We should prioritize teamwork and team effort and keep the project on schedule.
- Give suggestions to colleagues, if you feel like it may help with the case at hand. - Irin Yela
- If a situation comes up that , after trying diplomatically to resolve, you are unable to find a solution on your own or with your colleagues, ask for a meeting to speak with your supervisor to discuss. We are here to help move the project(s) forward, and teamwork can be puzzling.
 - Darren Le- I believe teamwork can sometimes present challenges that require additional support to get better solutions.
- Bryan Estevez - Questions on assignments should be brought up during meetings, or if they come up during the work, ask your colleagues how they understand it before throwing in the towel and not continuing further on it.
- Treat everyone from your supervisor to your colleagues with respect. - Winnie
- Make sure to include everyone, and maintain communication between you and your colleagues.- Winnie
- Maintain Respectable Non Verbal Cues (Facial Expressions, Body Language, Eye Contact, and Tone)
- Don't make anyone feel less than or not important based on what they ask. -Destiny