FIRST INTERNSHIP SUCCESS GUIDE

ACE MENTOR L.A./O.C. | Student Career Resources

Your internship is a chance to learn, build professional relationships, and explore a career. You do not need to know everything on day one—show up ready to learn and ask questions.

Before your first day

- Confirm your start date, hours, work location, supervisor, dress code, and transportation plan.
- Ask what to bring (such as identification, a notebook, or a laptop) and whether any paperwork must be completed.
- Plan to arrive on time. Save your supervisor's contact information in case of a delay.

Show up professionally

- Be punctual, dependable, respectful, and ready to participate.
- Dress appropriately for the setting. For site visits, follow all required personal protective equipment (PPE) and safety instructions.
- Keep your phone away during work unless you need it for an assigned task.
- Treat coworkers, clients, and other interns with courtesy.

Learn and communicate

- Introduce yourself, listen carefully, and take notes when receiving instructions.
- Ask questions when something is unclear; repeat instructions back to confirm you understand.
- If you finish a task, ask what else you can help with.
- Give your supervisor progress updates, especially if you encounter a problem or cannot meet a deadline.

Safety and confidentiality

- Never enter restricted areas, use equipment, or perform tasks without authorization and required training.
- Speak up immediately if you see an unsafe condition or feel unsure about a task.
- Do not share confidential company information, project drawings, photos, or client details. Ask permission before taking or posting pictures.
- Report any injury, harassment, or concerning situation promptly to your supervisor and your ACE contact.

Make the most of your experience

- Learn what different team members do and ask about their career paths.
- Keep a short record of projects, software, skills, and accomplishments for your resume.
- Ask for feedback and use it to improve.
- At the end, thank your supervisor and teammates; ask whether you may stay in touch professionally.

Quick check-in: questions to ask your supervisor

- What should I focus on learning this week?
- How would you like me to ask questions or share updates?
- What is one thing I can improve?

REMEMBER: Your goal is to learn, contribute, and represent yourself and ACE well—not to have all the answers.