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Entrepreneurship@Cornell Summer Internship Program

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E@C Internships Offer Unique Experiences

Because we work with small to mid-sized companies, your summer experience as an intern through **Entrepreneurship@Cornell** will be a hands-on, daily learning adventure.

The companies we work with are looking for ambitious self-starters who are able to tackle work independently, come up with creative solutions to problems and immediately add value to their team.

Our interns are directly involved with company leaders and managers. You will have a chance to participate in daily company activities and meetings and help solve the challenges faced by small or start-up firms. As an intern, you will get your hands dirty and your feet wet! You won't be shuttled away in a cubicle analyzing data that will never see the light of day. Instead, you'll be contributing to the company's development with important projects, new campaigns and vital research.

The **E@C** Internship Program focuses on juniors, seniors and graduate students in all of Cornell's schools and colleges. We work with firms interested in everything from engineers to emerging markets enthusiasts; from chemists to chefs, and everything in between.

So, if you're interested in a view of what it's like to work in a small to mid-sized company or want to start your own company someday, come talk to us at **E@C**.

What is an Internship?

Internships combine learning and work. Essentially, it is your chance to take the skills that you have acquired and put them into action. It's also your time to develop new skills and gain knowledge. Internships give you the opportunity to explore and apply academic theory in the professional world. Internships are pre-professional career training experiences with intentional learning goals. Internships through **Entrepreneurship@Cornell** are paid and take place during the summer.

Because organizations define internships in many ways, it's your responsibility to discuss the goals and objectives of your internship before you begin. If you need help to define your goals, speak to your advisor or the internship director. Know that part of your internship may include clerical support, job shadowing, team projects, and on-site training. You are there to gain knowledge, learn new skills and network. It should be a win-win opportunity.

How to Apply with E@C

In order to be considered for an internship through **Entrepreneurship@Cornell**, students need to do the following:

- Prepare your resume and send it to the internship director.
- Set up a personal interview time. At that interview, you will talk about your expectations for the internship, the experience you hope to gain, any special skills you possess, your preferred city of location during the summer and other important information.
- Respond to e-mails from the director about internship opportunities, paying close attention to the skills and major required. The director will compile a list of internships available and send descriptions to students by e-mail. Students should reply to the director as soon as possible if they'd like to be considered for a position. Students should apply for more than one internship.
- If contacted for an interview, respond to the company quickly. The director sends student resumes to employers, but employers set up interviews and make hiring decisions.
- If an offer is made and accepted, work closely with the employer to negotiate salary, working hours, etc.
- Let the internship director know immediately when you have accepted an offer or turned down an offer.

Tools of the Trade

Resumes

Resumes are a way of validating your education and experience by directing an employer's attention to your best characteristics and past successes. Resumes also demonstrate your potential for future success in a particular field or position. Because resumes are an essential tool for internship and job hunting, it is critical that your resume is well organized, focused, and professional.

Thank-You Notes

Business style thank-you notes are an important part of the hiring process. It is important to send a thank you note within 48 hours after an extended contact with the potential employer. Thank-you notes should mention a specific detail that you talked about in your interview and express hope that you will be chosen for the internship.

For more information on resume writing and other correspondence, visit the Cornell Career Services Web site at <http://www.career.cornell.edu>.

Before the Interview

How to Research a Company or Organization

If you are offered an interview, it's wise to do some research on the company or organization beforehand. Here are some ideas.

Search online financial and company web sites, library databases, newspapers and periodicals for articles involving the company.

- Ask professionals in your field as well as professors, career counselors and other contacts for information about the company.
- Find out about the size, departments, goals, locations, upcoming projects and contact information for the company.
- Gather any and all information you can and take notes on each company you will interview with.

Make a Good Impression

Before you meet with potential employers, make sure that you are prepared and practiced. Being a

professional means behaving, looking, and acting in an adult manner, just as they, themselves, do.

Professional Manner

Employers are not only looking to hire you for your skills and experience, but they are also looking to hire students who will represent their company well. When you contact an employer by phone, in person or through mail or e-mail, it is important to convey a professional manner.

- When you call an employer, make sure that you are in a quiet place where you are confident that there will be no interruptions.
- Disable call-waiting. Tell people around you that you are making an important phone call.
- When you visit an employer, make sure to arrive around ten minutes early. Be pleasant and courteous to any employees you talk to at the workplace. Look around at the office, read their awards and fliers, talk with the receptionist. Smile.

Professional Dress

When you meet with an employer, you have to dress professionally. While some companies require business attire, others allow business casual or casual wear. When you first meet with an employer, you have to look like you belong with them. It is always best to look the part with business professional dress. If you visit the employer again, you may change your attire to the appropriate level of dress.

Business Dress Code

- Men and women should wear a suit with a professional shirt or sweater beneath. Ties for men.
- Avoid wearing miniskirts or trendy items.
- Make sure your clothes are clean and unwrinkled.

- Check your grooming and hairstyle to ensure a professional look.
- Avoid wearing a lot of cologne or perfume.
- Shoes should be clean and unscuffed.
- Carry a briefcase, portfolio or professional bag instead of backpacks or notebooks.

Business Casual

This definition can vary from employer to employer. Originally, business casual meant that men dropped the tie and opted for slacks and a button-down shirt, while women donned a skirt or slacks and a blouse. But in some companies, this has been taken further to allow polo shirts or even jeans. The best advice is to stick to professional dress until you are offered a position, then discuss the company's dress policies with your supervisor to avoid any problems.

Interviewing

Interviews are the most important step in the employment selection process. By this point, employers have already reviewed your resume and are now looking at your appearance, personality, and communication skills. Interviews are not only a chance for employers to check you out, but are also a chance for you to check them out. This is your opportunity to gather important information about the company as well as observe the general environment and feel of the workplace.

Post-Interview: Write a Thank-You Note

- Thank the interviewer by name.
- Include your name and the position for which you interviewed.
- Inquire about the status of the position.
- Communicate your continued interest in the position.
- Provide additional information about yourself, achievements, and objectives that may be helpful or relevant to the position.

- Express your thanks to the interviewers for their time and ask for the internship.

Think About Whether You'd Like the Job

Before you hear back from the employer after an interview, make a list of pros and cons about the job. Consider the environment and the people you met and observed at the workplace, the job description and the location. Look at all aspects of interning at the company and evaluate whether you think this will be a valuable experience for you. What are the benefits of an internship at this company? Are there any disadvantages? Weigh your arguments and decide whether you would like the position before it is offered to you.

For more information and advice on interviewing, visit the Cornell Career Services Web site at <http://www.career.cornell.edu>.

Handling an Offer or a Rejection

If You are Offered the Internship

When you receive a job offer from the company that you want, go ahead and accept. If the job offer comes from a company that you really did not think that you wanted to work for, know that you do not have to accept it immediately. You can ask the employer for a couple of days to think things over, but be sure to tell the employer exactly when you will be contacting them with your answer.

If you decide to accept the internship, set up your next meeting with the employer right away. You should also send a thank-you note to the employer expressing your continued interest and enthusiasm for the position.

After you accept the position, you should also begin to prepare for work:

- Make sure you have transportation and learn the traffic patterns in your commute times so you will not be late.
- Check your wardrobe to make sure that you have appropriate clothing to wear for your internship; if not, then you may want to begin thinking about what clothes you may need in the near future.
- Gather any materials you will need for the internship and put them in one place – a briefcase or professional bag.
- Brush up on skills that you will be using and research any areas you may need to learn about for the position.
- Get plenty of sleep before you go to work.



Bryant Gufey MBA '10 and Alison Ewing AS '10, interns with Sound Reading Solutions.

If You are Offered a Position You Don't Want

If you receive a job offer but you do not want the position, you must be very polite and tactful in your decline. After all, you may want to work with the company or the employer at a later time. When you decline the employer, you should remember to:

- Thank the employer for interviewing you and convey your continued interest in the company.
- Gently tell the employer your reason for declining the offer.
- Tell the employer that you hope to be in touch with them at a later time.
- Send a thank-you note to reinforce your regret and continued interest.

When You Get a Rejection

Getting a rejection from a potential employer can be very emotional. If you receive a rejection call, make sure you are courteous and avoid arguing or asking questions of the employer. Take the news gracefully and follow up at a later time. You may choose to write a note to the employer after a rejection to thank them for their time and for talking to you about their company. Ask for feedback in a tactful manner so that you open doors for them to tell you why you were not their first choice. Knowing where you need to improve will enable you to compete for other positions.

Remember that one rejection is not the end of your internship hunt! Do not feel badly if you were not the perfect fit for the company. Consider your strategies and your feelings about the experience. What can you improve upon next time? Consult with your career counselor or Internship Coordinator for guidance.

Starting Your Internship

On the Job

When you first begin your internship, you should expect to be assigned a lot of small, seemingly simple jobs. These types of tasks (photocopying, filing, data entry) allow employers to judge your competence and reliability on future projects. Although it may be frustrating at first, you have to show the employer that you can be trusted with larger and more important jobs. As with any task, you should take these types of tasks seriously and with enthusiasm.

Some Positive Things to do on the Job

- Be positive, enthusiastic, and ready to work.
- Be punctual – employers are aware when you are not on time. If you have an emergency and will not arrive on time, call to inform your supervisor.
- Meet deadlines – do not ask for extensions.
- Ask questions for clarification.
- Take the initiative and extend yourself to help with projects and offer suggestions and ideas beyond your assigned tasks.
- Meet employees from different sectors of the company and ask about their jobs.

- Respect everyone in the office. Everyone could be a future job contact.
- Respect office policies related to telephone use, computers, e-mail, etc.
- Show common courtesy in the workplace – reload the copier when using the last piece of paper, make coffee if you drink the last cup, don't borrow co-workers' supplies and not return them, etc.
- Set priorities – make sure you can handle all of your responsibilities.
- Talk to your supervisors about your performance and progress.
- Ask for career advice.
- Keep copies of your work (if possible).

Things to Avoid on the Job

- Do not complain about work functions.
- Do not pretend to understand directions.
- Do not rely on your supervisor for instructions.
- Do not over-step your bounds as an intern by giving directions or taking control.
- Do not get involved in office politics.

Trouble on the Job

Once you have started your internship, you may find that it is not entirely what you expected. Depending on the intensity of the problem, there are different courses of action you may take to remedy the problem. Dealing with minor troubles or irritants is part of the internship process. Learning how to handle difficult people or frustrating situations from time to time is part of every job. However, if the problem persists and violates your code of ethics or personal safety, you should take action.

How to Handle Major Trouble on the Job

- Bring the situation to someone that you can trust outside the workplace. Consult a friend, parent, professor or the Internship Director.
- Think of ways that you may be able to change the situation or make it more manageable.
- Talk with your supervisor about the problem in a calm, objective fashion and ask for help.
- Avoid blaming groups or individuals, but discuss the problem as a whole.
- If necessary, as a last resort, go to the police or proper authorities with your problem.

After the Internship

Be sure to thank the employer at the close of your internship. You may choose to write a thank-you letter to the employer in addition to thanking them in person. Ask for a letter of reference from your supervisor for your files. If it seems appropriate, discuss the possibility of future employment with the company. Keep in touch with the employer regularly, maintaining your network of professionals.

Reflection

Take time to reflect on your experiences:

- What did you learn from this experience?
- How did you clarify your career goals?
- Did you gain professional level skills and develop a professional identity? Explain.
- Did you learn to build relationships that will enhance your personal and professional success?
- What would you change next time?

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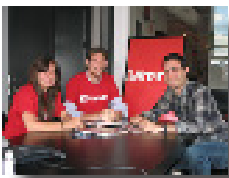
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Testimonials



“I definitely feel like I have a voice. The projects I’ve worked on are now live on the internet. There’s much more responsibility than I’ve had in other internships.” *Melanie Aliperti ‘10, summer intern with Behance.*



“I’ve been able to work directly on a variety of projects and see the results of hard work.” *Betty Wan ‘11, summer intern with The Singing Machine Company.*



“Last summer at a real estate firm, they sat me at a desk and gave me some things to do, but now I have a better feel for what it really means to work in real estate.” *Brittany Blau ‘10, intern with ID Real Estate Partners.*

Previous Sponsors

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Previous Sponsors (CONTINUED)

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The Village at Ithaca

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Potomac, MD

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Syracuse, NY

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Westport Apparel

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Willis Group Holdings Ltd.

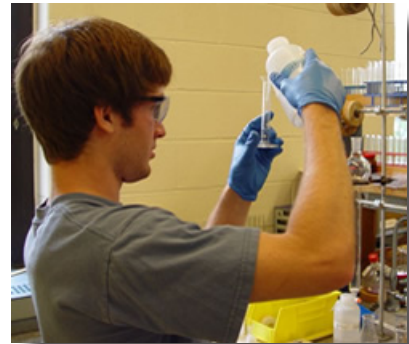
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Alex Markowitz '10 and
Thomas Gafney '09, interns
with Signature Fencing and
Flooring.



Dan Kubis '09, intern with
Systanix.



Bryan Hall '08, intern with
Sacyl Scientific



Trevor Chan '08, intern
with Harrick Plasma