

Intern⁷ CONNECT

GREATER SARASOTA CHAMBER OF COMMERCE

INTERN SUCCESS GUIDE: DO'S & DON'T

Welcome to InternConnect!

As an InternConnect participant, you represent both yourself and your organization. This experience is designed to help you grow professionally, build meaningful connections, and gain real-world experience.



Intern Do's

Show Up Professionally

Arrive on time, dress appropriately, and communicate with professionalism in all interactions.

Be Curious & Ask Questions

Take initiative in your learning. Ask thoughtful questions and seek clarity when needed.

Take Initiative

Look for opportunities to contribute. Go beyond assigned tasks when appropriate.

Stay Organized

Manage your time effectively, track assignments, and meet deadlines consistently.

Be Open to Feedback

View feedback as an opportunity to grow. Apply it and continue improving.

Build Relationships

Network with colleagues, supervisors, and fellow interns. Strong connections matter.

Maintain a Positive Attitude

Be adaptable, solution-oriented, and enthusiastic about your work.

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Intern Don'ts

Don't Be Unreliable

Avoid being late, missing deadlines, or failing to communicate.

Don't Assume—Clarify

If you're unsure, ask. Miscommunication can lead to mistakes.

Don't Be Distracted

Limit personal phone use and stay engaged during work hours.

Don't Engage in Workplace Gossip

Maintain professionalism and respect in all conversations.

Don't Stay Silent

If you're overwhelmed or confused, speak up early.

Don't Ignore Policies

Follow company guidelines and respect confidentiality at all times.

Don't Treat This Casually

This is a career-building opportunity—your performance matters.

Final Thought

Your internship is more than a short-term experience—it's a stepping stone to your future career. Make it count.
